

DEADLINE : 22 January 2025

TYPE OF CONTRACT/DURATION : Expertise CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: South Area, based in Daraa

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

GENERAL OBJECTIVE

The Program Manager is responsible for implementing and supervising all project activities and manages PUI's human and financial resources dedicated to project activities.

He/she sets up the frameworks for exchanges and ensures communication and information sharing. He/she will put in place all the tools necessary to measure the impact of the projects. He/she will ensure monitoring is conducted within the framework and with the defined tools. He/she is responsible for consolidating and submitting reports according to a contractually defined periodicity.

RESPONSIBILITIES AND TASKS

- **Programs:** He/she ensures the qualitative implementation and monitoring of the program(s) in compliance with the PUI policy and intervention framework and the agreement signed with the donor.
- **Human Resources:** He/she supervises the team (PUI employees and possible daily workers).
- **Reporting to donors:** He/she writes and coordinates the writing of the final reports coming up on the base.
- **Logistics and administration:** He/she ensures that the logistical and administrative procedures of the activities under his/her responsibility are respected.
- **Representation:** He/she represents the association with partners, authorities and local actors involved in implementing programs.
- **Security:** He/she contributes to the respect of security rules on the base and transmits all security information to his/her line manager.
- **Strategy:** He/she contributes to the development of new interventions based on identified needs. Specific objectives and linked activities

Specific objectives and linked activities**1- ENSURE THE IMPLEMENTATION AND MONITORING OF THE PROGRAMME**

- He/she monitors the qualitative implementation of the program under his/her responsibility and ensures that the objectives defined in the project proposal(s) are met in compliance with the contract approved by the donor, the action plans and the budget.
- He/she ensures that the beneficiaries and local populations understand the objectives of the project(s) and actively participate in the implementation.
- He/she plans the activities and ensures that the activity schedule is respected. In particular, he/she monitors the defined indicators, analyses and transmits to his/her line manager the information collected and reports any difficulties encountered in the implementation and proposes improvements or reorientations if necessary.
- He/she ensures the implementation of monitoring and/or evaluation, contributes to the follow-up/update of internal monitoring tools, and supports the program teams in collecting information for reports.
- He/she ensures the capitalization of all documents, tools and training produced in the framework of the project(s) and ensures that the verification sources mentioned in the proposals are available.
- He/she reviews the reports written by the program teams at the field level, ensures the consistency of the data, the quality of the writing, the respect of the objectives, the information on the indicators, etc. and gives them formal feedback.
- He/she transmits internal and external reports to his/her line manager, respecting internal validation deadlines (sitrep) and external contractual deadlines (project reports).
- He/she ensures that transversal protection and transversal gender mainstreaming are taken into account in the program(s).

2- SUPERVISE THE PROGRAMME TEAM

- He/she supports the program teams (WASH, Education, FSL and Protection) in the qualitative implementation of activities.
- He/she acknowledges the PUI Internal Rules of Procedure for the mission and ensures that they are known and respected within his/her team. He/she ensures that the team knows the security plan under his/her responsibility and that the security rules are respected.
- He/she actively participates in recruitment (interview, test, etc.). He/she ensures that each person is evaluated in writing at least once per contract and per year and at least before he/she leaves his/her duties. He/she participates in the decision to terminate the employment contract of a person in his/her team.
- He/she sets up the coordination mechanisms for his/her team and organizes its supervision.
- He/she identifies the training needs of his/her team and participates in its skills development (organizational and methodological support, health approaches and medical protocols, cross-cutting protection and gender approach, organization of training courses, etc.)
- Weekly updates to head of Base for the ongoing interventions and support needed from coordination;

3- ENSURE THE REPRESENTATION OF PUI WITH THE AUTHORITIES AND ACTORS IN THE AREA

- He/she represents the association, at the request of Head of Base, to local actors involved in the implementation of field programs (municipalities, ministerial delegations, other institutional entities, NGOs, donors, etc.) and ensures that good relations are maintained with all of them.
- In agreement with his/her line manager, he/she participates in coordination meetings and sectoral meetings related to the themes of the action and is an active member.

- In case of a donor visit, he/she actively participates in the preparation and implementation of the visit.
- 4- ENSURE THE LOGISTICAL AND ADMINISTRATIVE MONITORING OF THE PROGRAMME(S)**
 - He/she addresses his/her needs according to the available/established budgets.
 - He/she contributes to analyzing supplier offers for purchases with high technical specifications.
 - He/she actively participates in the execution of calls for tender, if necessary, in coordination with the Logistics Coordinator and the Purchasing Officer at headquarters.
 - He/she communicates to the Field Coordinator /Head of base on a weekly basis his/her needs for vehicles and communication materials for the implementation of the program(s).
 - He/she ensures, in coordination with the Field Coordinator/ Head of base, the follow-up of the logistical aspects of his/her program(s) (delivery, distribution, storage, etc.).
 - He/she ensures that he/she has an updated monthly budget for the program(s) under his/her responsibility, and participates in the analysis, detects any discrepancies and proposes adjustments to the Field Coordinator/ Head of base.
 - He/she ensures that all the information necessary for the preparation of the cash flow forecast specific to the management of his/her program(s) is provided monthly to the Field Coordinator/ Head of base.
- 5- CONTRIBUTE TO THE DEVELOPMENT OF NEW PROPOSALS**
 - He/she participates in the identification of needs with his/her line manager.
 - When defining new operations, he/she contributes with the Field Coordinator to the preparation of project proposals and elaboration of program(s).
 - He/she participates in the development of the mission strategy.

REQUIRED KNOWLEDGE AND SKILLS:**➤ EDUCATION & TRAINING:**

- Master's degree in the relevant disciplines (Social Sciences, Project management, or equivalent combination of experiments)
- Humanitarian/development challenges (**Desirable**)
- Project management (**Desirable**)

➤ PROFESSIONAL EXPERIENCES:

- Minimum 3-5 years with INGO in Humanitarian Project Management, including managing emergency response projects
- Project management/ monitoring tools
- Excellent writing skills
- Understanding of WASH, FSL, Education and Protection and experience in implementing related interventions in emergency contexts (**Desirable**)
- Experience in monitoring/evaluation (**Desirable**)

➤ KNOWLEDGE AND SKILLS

- Skills in communication
- Knowledge of project management
- Knowledge of institutional donor's procedures
- Knowledge of UN Donors (**Desirable**)
- Experience in communication with communities and implementation of accountability mechanisms (**Desirable**)

➤ Language skills:

- Advanced level in English and Arabic (oral and written)
- **SOFTWARE:**
 - Strong knowledge of MS Office
 - Database management
 - Strong computer skills essential and working knowledge of Mobile Data Collection systems (e.g., Kobo)
- **Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**
 - Ability to work independently, take the initiative and take responsibility in a proactive approach
 - Organization, rigor and deadlines respect
 - Sense of diplomacy and negotiation
 - Good resilience to stress and ability to prioritize
 - Ability to integrate into the local environment, taking account of its characteristics

Dear Appicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

<https://forms.gle/aPfF1zc8HdYNutQr5>

(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.