

DEADLINE : 04 JULY 2022

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Damascus

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 Education Coordinator supports the mission in providing leadership, strategic vision and technical support to all aspects of the Education projects in Syria.

RESPONSIBILITIES AND TASKS

1. Define, develop and implement the operational programming in the sector:

- S/He develops the strategy for the Education activities in Syria in close coordination with the the DHoMI.
- S/He technically defines the Education component in the whole programming strategy at mission level in close coordination with the DHoMI.
- S/He ensures a proactive follow-up on the Education situation in the different areas of intervention in close coordination with the Head of Bases, Local Representation Officers and the DHoMI.
- He/She provides monitoring of the Education coverage provided by local authorities and NGOs in the country.
- S/He identifies and monitors other unmet needs in the affected areas and explores the potential of PUI addressing those needs. In close coordination with the Head of Bases and Local Representation Officers, s/he conducts additional needs assessments, as required by DHoMI.
- S/He strongly supports the writing of concept notes, proposals and budgets for new projects and extensions of projects in coordination with the Project Managers, the Program Quality Coordinator and the DHoMI.

2. Provide a technical and operational support to the ongoing projects:

- S/He ensures that Education projects are in line with PUI policies and guidelines, donor agreements and country program strategy.
- S/He supervises and follows up the implementation of Education activities in the areas of intervention (objectives achievement, follow up of the indicators, respect of the work plan ...).

- S/He supports the Project Manager in reviewing the activities work plan, objectives, budget, whenever an update is needed.
- S/he supervises the technical quality of Education related activities ensuring regular field visits, providing technical advice to staff (responding in a timely manner to technical questions, analyzing problems and identifying solutions), meeting the different stakeholders.
- S/He contributes to creating and improving the monitoring tools of the Education activities in close collaboration with the MEAL manager and Grants manager and ensures their correct use.
- S/He identifies the best practices in the Education activities and ensures their capitalization.
- S/He shares documentation about Education sector with the team.
- S/He sets up a formal coordination mechanism for the Education project(s) and ensures its follow up (meetings, reports...).

3. Represent PUI for the Education & Protection sector:

- S/he represents PUI to Education authorities and institutional stakeholders involved in relevant sectors and ensure good relationships are maintained with each of them.
- S/He prepares and organizes field visits with donors or local authorities when needed, in coordination with the DHoMI and the Project Manager and HoBs/ LROs.

4. Manage the Education team:

- S/He directly manages Project Manager implementing Education activities.
- S/He ensures the technical supervision of Education team.
- S/He participates in defining all technical-related positions for the mission.
- S/He supports the team in the recruitment process (draft and/or validation of the job descriptions, elaboration of tests, interviews).
- S/He ensures the administrative HR management of the Project Manager (daily attendance, leaves management) in collaboration with the HR department.
- S/He ensures the good administrative HR management in the Department.
- S/He ensures that the team complies with PUI internal rules.
- S/He ensures timely completion and submission of appraisals for Education staff. S/He ensures the definition of clear and realistic objectives, the follow up of these objectives, and the update of the job descriptions/terms of reference when needed.
- In coordination with the Project Manager and the HR Department, s/he clearly defines the training needs of Education staff and ensures they are able to access training and professional development resources appropriate to their skill gaps/needs.

5. Ensure logistical, administrative and financial monitoring of the Education projects:

- S/He approves the procurement plan for projects.
- S/He validates purchases according to PUI authority matrix.
- S/He ensures that procurement process for the projects needs is running smoothly and gives recommendations when needed in order to improve the process.
- S/He is kept informed about the budget follow up analysis and approves any decision to be taken related to the modification of the Education budgets (reallocation, change of activities, project extension...) in coordination with the DHoMI.
- In collaboration with the logistics coordination, he/she contributes to analysing bids made by suppliers for purchases with stringent technical specifications

6. Ensure the internal and external reporting of the department:

- S/He centralizes internal reporting on Education activities prepared by Project Manager (according to PUI internal tools), completes and finalizes it before submission to the DHoMI, Grant and MEAL departments.
- S/He reviews the external reporting prepared by Project Manager according to the needs (reports to local authorities, to donors), completes and finalizes it before submission to the DHoMI, Grant and MEAL departments.
- S/He is responsible for the liaison with his/her technical counterpart of Education & and for sending any needed regular reporting on the activities.

REQUIRED SKILLS:

- **Language skills:** Excellent command of written and spoken Arabic and English
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** Advanced Project Cycle management skills,
- **Background in Education is high desirable**
- **Other required skills:**
 - Extensive Knowledge of procedures of institutional donors
 - Good analytical skills
 - Organization and ability to manage priorities
 - Proactive approach in making proposals and identifying solutions
 - Excellent communication and reporting skills
 - Ability to work independently, take initiative and take responsibility
 - Diplomacy and open-mindedness

Dear Appicante,

To apply for this Vacancy,

1- Please copy below link and fill the PUI Syria- Application form.

<https://docs.google.com/forms/d/e/1FAIpQLSfkJokjUekx01i9kKmSK5xXSoTCbl3N9SydsffzupuZgsPOQ/viewform>

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

2- You should send your CV updated with the cover letter to the below email account and subject of the email should be the Job Title you applied for .

syr.hr.recruitment@premiere-urgence.org

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 19th OF JUNE 2022.