

**DEADLINE :** 18 FEBRUARY 2023

**TYPE OF CONTRACT/DURATION :** EXPERTIES CONTRACT

**NO OF REQUIRED EMPLOYEES :** 1

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

**BASED:** ALEPPO

### **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 Livelihoods Project Officer is responsible for collecting quality data on targeted populations to better inform project design, assisting in designing and planning LH activities, and supervising and monitoring their proper implementation.

### **RESPONSIBILITIES AND TASKS**

#### **1- Participate in the preparation phase of the LH activities:**

- Plan and supervise the data collection, needs identification, and studies for LH activities.
- Frequently collect information on populations' needs in areas of operation and support LH PM with analysis to inform project design and adaptation during implementation.
- Assist LH PM in the project design process and actively contribute to department brainstorming sessions at the launch of project design.
- Assist in the preparation of the project work plan.
- Organize promotional campaigns for LH activities and follow up on the Beneficiaries' registration.
- Prepare the list of selected Beneficiaries according to the vulnerability criteria – defined by LH PM and Education & Livelihoods Coordinator.

#### **2- Supervises & Monitors the implementation of Livelihoods activities:**

- Conduct administrative tasks related to the LH project's activities, including providing oral and written translation and drafting correspondences, forms and PowerPoint presentations.
- Support the LH PM in all areas of project planning and implementation.
- Visit the projects locations on a regular basis, attend parts of the activities and report the findings to the LH PM.
- Monitor on a regular basis the LH activities, ensure smooth and proper functioning and implementation, and set up corrective measures as needed.

- Follow up the implementation of LH activities and collect feedback from the LHFAs on progress, accidents, incidents, problems, difficulties, and suggestions during implementation and take the necessary actions.
  - Validate beneficiaries' personal information, personal documents and beneficiaries' lists.
  - Validate LH beneficiaries' attendance list and dropout list.
  - Supervise data entry duties related to application forms, evaluation forms, satisfaction impact forms, questionnaires, and any other data entry issues and contribute to analyzing the data with the LH PM and Education & Livelihoods coordinator to better inform project design.
  - Organize and prepare for meetings, events and workshops.
  - Collect and maintain LH project documents.
  - Maintain and updates LH projects files and back up important materials in electronic format as directed.
  - Ensure the compliance of the trainers to contractual conditions.
  - Represent PUI in the selection panels for LH beneficiaries, participate actively in the selection process and validate the final list of selected beneficiaries.
  - Ensure the compliance of LH beneficiaries to the agreement signed with PUI.
  - Ensure effective monitoring and evaluation of LH beneficiaries' progress.
  - Confirm that the course regulations are followed, and all LHFAs, administrative staff, trainers, and Beneficiaries are following the safety procedures.
  - Follow up the Monitoring and evaluation of beneficiaries' progress in acquiring skills during the necessary trainings.
  - Follow up trainers and administrative staff attendance, validate their attendance sheets and prepare payment sheets for school staffs.
  - Follow up trainers' evaluation and conduct the needed actions to replace trainer/s if needed.
- 3- Assists in the logistical and financial aspects of the project:**
- Organize and follow up the logistical preparation related to LH activities and trainings.
  - Collect, compile and prepare the lists of required tools and materials for LH activities.
  - Prepare the purchase requests of the required tools and materials for LH activities.
  - Organize and follow up the distribution of the required tools and materials for LH activities.
  - Collect the technical requirements for the required trainings for LH activities.
  - Assist the LHPM in the budget follow-up for LH activities
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- 4- Represent PUI for the Vocational Training Project in the field:**
- Represent PUI during meetings at field level.
  - Attend meetings as requested by the LHPM.
  - Maintain regular communication and liaising with local NGOs.
- 5- Provide the internal reporting of the project:**
- Collect the LHFAs' reports related to LH activities, prepare a summary report and submit it to LHPM.
  - Provide the LHPM with reports about the Livelihoods activities.
  - Prepare statistics on a monthly basis
  - Prepare minutes of meetings.
  - Manage the data tools related to LH activities in the department.

**REQUIRED SKILLS:**

➤ **Technical skills:**

- A bachelor's degree in relevant field.
- Minimum of 3 years of work experience in similar position
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- Basic PCM, Livelihood approach
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➤ **Other required skills:**

- Understanding of Humanitarian Principles, IHL, CHS
- Report writing skills.
- Training and facilitation skills
- Ability to complete multiple tasks in a timely manner.
- Ability to work under pressure.
- Communication skills.
- Organizational skills.
- Problem solving skills.
- Initiative, creativity, and innovation.

➤ **Language skills:**

- Excellent command in speaking, writing and editing documents in English.
- Excellent command in speaking, writing and editing documents in Arabic.

➤ **Computer Skills:**

- Proficient user of MS Office (including Word, Excel, Outlook, PowerPoint)

Dear Appicante,

To apply for this Vacancy, please click on the below link:

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

**PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 4<sup>th</sup> OF February 2023.**