

DEADLINE : 05 DECEMBER 2019

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, Latakia & 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 MEAL Manager will be responsible to establish and implement MEAL systems to promote evidence-based decision making, ensuring harmonised MEAL practices for PUI Syria mission. This includes: designing and implementing MEAL plans for all projects, ensuring relevant data is collected, analysed, and used to make informed decisions and oriented programmes.

The MEAL Manager will be a focal point for both internal and external project evaluation activities.

The position includes frequent travel to areas of implementation, field offices, and other areas as requested and directed.

RESPONSIBILITIES AND TASKS

1- GENERAL RESPONSIBILITIES

- Create a MEAL strategy in line with mission (and donor) requirements and best MEAL practices, with practical guidelines which can be used and followed by the MEAL and non-MEAL staff.
- Lead development, harmonization, and roll out of SOPs, methodologies and tools to improve data collection, monitoring, evaluation and capitalisation of lessons learnt to enhance evidence-based programming

- Participate in proposal launch, project kick-off & closure meetings to highlight cross-project components aimed at replicating good practices and strengthening synergies between projects or programmes.
- Design and implement MEAL plans for all PUI projects - with adequate MEAL budgets - according to the required timeframe and support in donor reporting on MEAL requirements
- Actively contribute to the consolidated analysis of outcome monitoring, needs assessments, etc.
- Support in the development and implementation of Information Management (IM) platform and provide suggestions for information management solutions, including design, key features, user interfaces, automatic analysis, data mining and automated reports.
- Donor focal point for MEAL components of projects (ie TPM, external evaluations etc)
- Ensure compliance with PUI standards and procedures and alignment with global strategy, through regular coordination with Damascus Coordination Office and Field Offices
- Conduct regular field visits to ensure technical oversight and support, identify needs, and ensure quality programming
- Lead lessons learnt & recommendations exercise – including development of reports, leading lessons learnt meetings and ensuring implementation during next project design.
- Regularly present outputs and key findings to PUI's SMT.

2- Team Management & Capacity Building

- Line management of PUI Syria MEAL team, creating required MEAL structure for required support.
- Development of harmonized job descriptions and structures based on MEAL requirements including coordinating recruitments, capacity building and performance management
- Provide capacity building to MEAL and non-MEAL staff in key areas of project planning, M&E, Accountability, Qualitative and Quantitative research techniques and analysis.
- Organizational focal point on Core Humanitarian Standards, ensuring local compliance and reviews across all standards.

REQUIERED SKILLS

- A bachelor's degree in relevant field (development, social research preferable with a focus on monitoring and evaluation as well as compliance issues). Master's degree in relevant field will be an asset.
- **Minimum of 4 years** of work experience within the field of monitoring and evaluation, of which at least 2 are within management role;
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- Experience working in monitoring and evaluation of Shelter, Education, Livelihoods WASH sectors in an emergency and post emergency context
- Experience in developing/ guiding information management systems for large humanitarian programs
- Experience in participatory assessment and community-based monitoring approaches;
- Clear understanding of Core Humanitarian Standards (CHS);
- Experience with capacity building of staff in the area of MEAL, and in convening and facilitating trainings and workshops
- Excellent analytical and report writing skills (English & Arabic required)

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSdUZ4BkKNk7wT3GybmBRssdZMz05Rt1CWWtXlzW9qnng6AgEw/viewform>

If the link below 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 APPLY BY 20TH NOVEMBER 2019