



FOOD SECURITY & LIVELIHOODS RESPONSIBLE BASED IN RURAL DAMASCUS AND DARAA (SOUTH AREA)

DEADLINE : 09 August 2025

TYPE OF CONTRACT/DURATION : EXPERTISES CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: RURAL DAMASCUS AND DARAA (SOUTH AREA)

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

In the geographical area under his/her responsibility, the FSL Responsible will support the Head of Base / Field Coordinator / Program Manager in planning, management and implementation and monitoring of all FSL projects in the areas of intervention.

RESPONSIBILITIES AND TASKS

1- Ensure the implementation and the monitoring of all FSL projects in his/her field of intervention:

- 1- S/He manages the assessment and execution works in the assigned FSL different activities locations, in accordance with the Approved project plan, needed tender documents, , in fully coordination with the project manager.
- 2- S/He manages the handing over process of executed projects with the related official entities and obtains the official signed reception documents.
- 3- S/He assures the close follow-up on the ongoing implementation by all daily reports s/he receives from the FSL assistants and arranges for biweekly meetings with Staff in fully coordination with the Head of Base / Field Coordinator / Program Manager.
- 4- S/He monitors closely the implementation of activities at field level by collecting daily reports from the FSL assistants with paying site visits -three times/week at least- in coordination with the Head of Base / Field Coordinator / Program Manager.

- 5- S/He supervises the work/tasks schedule of the I&H technical assistants, organizes the team's work on a weekly basis in coordination with the Head of Base / Field Coordinator / Program Manager.
- 6- S/He Responsible for assessing the food security and livelihood situation in community or region in south area. This would involve gathering data on factors such as crop yields, income levels, market access, and availability of essential resources.
- 7- S/He Support/suggests strategies for improving food security and livelihoods in the region. This may involve working with local partners to develop sustainable agriculture practices, supporting small business development, or providing training and education on nutrition and food preparation
- 8- S/He Plan and supervise the data collection, needs identification, and studies for FSL activities.
- 9- S/He Frequently collect information on populations' needs in areas of operation and support PM with analysis to inform project design and adaptation during implementation.
- 10- S/He Assist the PM in the project design process and actively contribute to department brainstorming sessions at the project design launch.
- 11- S/He Assist in the preparation of the project work plan.
- 12- S/He provides the FSL assistants with technical support when needed.
- 13- S/He ensures the timely implementation of the project in coordination with the Head of Base / Field Coordinator / Program Manager.
- 14- S/He shares about the work progress by well-organized reports with the Head of Base / Field Coordinator / Program Manager on a weekly basis and when needed on a Daily basis.
- 15- S/he alerts his/her line manager in the event that delays in project implementation are identified and suggests adjustments (in terms of activities, area of intervention, budget, implementation timeframe, etc.)
- 16- S/He ensures proper coordination and communication with the different stakeholders (local authorities, Municipalities, sub-sector offices ...) in fully coordination with the Head of Base / Field Coordinator / Program Manager.
- 17- S/He ensures that all project documents are correctly filed and archived in addition to collecting and organizing the projects photos, to be submitted to the line manager when needed.
- 18- S/He ensures proper coordination and communication with the stakeholders (local authorities, Municipalities, sub-sector offices) in full coordination with the Head of Base and the Program Manager.
- 19- S/He ensures that all project documents are correctly filed and archived and collects and organizes the project's photos to be submitted to the program manager when needed.
- 20- S/He visits the PUI office in a regular basis and upon the request of the Program Manager to ensure the close coordination and follow-up of the projects and discuss all the issues facing the ongoing activities

2- Manage Operational Staff

- 21- S/He ensures the administrative HR management of his/her team) in coordination with the Program manager Head of Base /Field Co.
- 22- S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- 23- S/He ensures a regular appraisal process for her/his team in coordination with the Program Manager S/he ensures constant monitoring of her/his team (general and technical).
- 24- S/He ensures a good communication, coordination and information level within the team through regular coordination meetings (or other if needed).

3- Represent PUI in the projects:

- 1- S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities/official entities for the areas which s/he is responsible for in coordination with the Program Manager and after HoB approval.
- 2- S/He prepares and organizes field visits with donors or official entities/ local authorities when needed as directed and authorized the Head of Base
- 3- Provide the Internal & External reporting of the projects to be submitted to the programs manager and to support any required modification & inputs with validation of reports by FSL Coordinator.

4- Support in the technical design of FSL activities and plans and all related reporting:

- 1- S/He supports the program manager in providing initially proposed targets, locations and activities, work plans, initial assessment reports, and technical design & BoQs based on needs assessment;
- 2- S/He supports the programs manager in the technical inputs and modifications required in the functional relation with FSL Manager / Coordinator to review and validate the provided technical documents and plans related to the submission of proposals.
- 3- S/He supports the program manager in preparing and elaborating on required reports to be reviewed and validated technically by FSL Manager / Coordinator.
- 4- Support the Program Manager and Coordination team in conducting the detailed assessment of FSL projects and needed changes in the implementation strategy

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The Employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

REQUIRED SKILLS

- **Education:** Bachelor's Degree in Social Science, Agriculture or any relevant discipline
- **Professional Experiences:**
Minimum 3-5 years of solid experience in livelihood/agriculture-related projects, field team management, and previous experience with INGO or UN agencies
- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS Office (including Word, Excel, Outlook, and PowerPoint)
- **Technical skills:** Advanced Project Cycle management skills. Good knowledge of livelihood approach (including cash-based interventions).
- **Other required skills:**
 - Autonomy.
 - Report writing skills.
 - Ability to complete multiple tasks in a timely manner.
 - Ability to work under pressure.
 - Leadership skills.
 - Communication skills.
 - Organizational skills.
 - Problem-solving skills.
 - Initiative, creativity, and innovation.



**FOOD SECURITY & LIVELIHOODS RESPONSIBLE
BASED IN RURAL DAMASCUS AND DARAA
(SOUTH AREA)**

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

[FSL RESPONSIBLE - APPLICATION LINK](#)

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.

We strongly encourage qualified female candidates to submit applications for the position.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities