



# **JOB TITLE Grants and Partnership Officer, BASED IN DAMASCUS**

**DEADLINE :** 12 February 2026

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT 3 MONTHS

**NO OF REQUIRED EMPLOYEES :** 1

**SALARY:** AS PREMIERE URGENCIE 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**

Under the direct management of the Grants and Partnership Coordinator, the Grants and Partnership Officer key objective is to map new and existing partners, assessing partner's operational and programmatic capacity, support programme units in the implementation of partner capacity building plans, support in the monitoring of partners' project implementation, and ensure timely submission of .partner reports

The Grants and Partnership Officer will aim to maximize the sectoral and geographical scope of the integrated approach that partners implement separately, as well as to enhance the quality and impact of their humanitarian action by combining resources, complementary expertise and access. The Grants and Partnership Officer will ensure synergy among all partners. S/he will also be responsible for implementing and contributing to PUI partnership and localization strategy in the country.

UNDER THE DIRECT SUPERVISION OF Grants and Partnership Coordinator

## **RESPONSIBILITIES AND TASKS**

### **1. PARTNERSHIP AND LOCALISATION:**

- Support Field Coordinators and Heads of Base in the accurate and timely mapping of organisations and potential partners in PUI's areas of operation.
- Support the organization of coordination meetings with active and potential partners and performs associated tasks.
- Responsible for launching and leading the assessment and for facilitating the due diligence process of potential partners.
- Revise the translation of partnership documents as needed.
- Support in drafting partnership agreements, MoUs, reporting templates and annexes.



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- Support in the proper implementation of partners' capacity building plans
- Develop, review and build on internal PUI capacity building modules, in close coordination with all relevant department.
- Ensure that a positive and mutually respectful relationship is maintained at all times between PUI and partners and addressing any issues as they arise.
- Make sure that different levels of coordination mechanisms are in place (finance, programme, MEAL, Logistics) are scheduled regularly, information shared and follow up on action points.
- Support the definition of the internal and external communication schemes (including emails, external meetings, reports, etc.).
- Facilitate monitoring visits to partners' field offices/areas of operation to monitor the proper implementation of activities, identify challenges and elaborate solutions
- Support the definition and lead on the implementation of projects' communication plan (specific logo, events, web, etc.).
- Ensure proper archiving and management of all partnership documents.

## **2. Grant Management**

- Ensure that donor rules and procedures are understood and respected by all parties, sharing information and conducting training if required on proposed systems and processes for partnership management.
- Make sure that an internal and external reporting schedule is designed and that it is agreed and respected by all partners.
- Supervise the collection and consolidation of narrative, financial, logistic, technical, etc. reports from PUI partners for donor reporting.
- Support the preparation of documentation for any project modifications, including budget revisions, amendments or extensions.
- Ensure that contractual obligations are met in terms of project deliverables.
- During proposal development, liaise with partners to ensure a participatory approach.

## **3. FUNDRAISING & PARTNERSHIP STRATEGY DEFINITION**

- Support the development and implementation of PUI Syria partnership strategy and operational manual.
- Support the development of concept notes and proposal involving partners, including the leading proposal writing process in close coordination with Grants and Partnership Coordinator.

## **4. PRIORITIES OF THE DEPARTMENT**

- Support the development and implementation of the Syria mission partnership operational manual and partnership strategy
- Ensure proper management and coordination with active and potential partners of the Syria mission.
- Support the technical and operational capacity building of local partners where relevant to support the localization agenda



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## ➤ MANDATORY REQUIREMENTS

### ➤ **Language skills:**

- Excellent writing and editing skills in Arabic and English.
- Excellent interpersonal communications skills in Arabic and English.

### ➤ **Education degree:**

- Degree in project management, political sciences, international development, public administration, business, social science or other relevant areas; or equivalent professional experience.

### ➤ **Work experience.**

- At least two years of experience in a similar role and/or areas of program development, project management, donor reporting and grant compliance for an international NGO.
- Experience in proposal and report development.
- Experience in creating communication products (i.e. articles, success stories, etc.) is a plus.

### ➤ **Computer skills:**

- Excellent computer skills, including ability to operate Microsoft Word, Excel, PowerPoint, Project and database management software.

### ➤ **Other skills:**

- Excellent command in writing and editing documents under deadline pressure
- Strong understanding of NGOs financial regulation and accounting
- Ability to guarantee effective and timely outputs
- Strong presentation and communications skills
- Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload.

### ➤ **Other required skills:**

- Excellent command in writing and editing documents under deadline pressure
- Strong understanding of NGOs financial regulation and accounting
- Ability to guarantee effective and timely outputs
- Strong presentation and communications skills
- Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload.

*Dear Applicante,*

*To apply for this Vacancy,*

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

**[https://docs.google.com/forms/d/e/1FAIpQLSfuFYSTvQgzP\\_OFlyc4z8-D0Lv4\\_8K31J-BUC7S4x2h5n2eIA/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSfuFYSTvQgzP_OFlyc4z8-D0Lv4_8K31J-BUC7S4x2h5n2eIA/viewform?usp=publish-editor)**



## **JOB TITLE Grants and Partnership Officer, BASED IN DAMASCUS**

**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**

*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.**