

**DEADLINE :** 13 JUNE 2020

**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 Senior Accountability Officer is the Focal point in Damascus Office for all aspect related to the Accountability at the Governorate level.

He/She is in charge of ensuring the smooth communication between Damascus Office and the Accountability persons at Governorate level.

He/she is also responsible of the Overall management and supervision of the Finance, Logistic, HR and Administration tasks at the Governorate level.

## **RESPONSIBILITIES AND TASKS**

### **1- Financial Task:**

- To ensure timely sending the Governorates accountancy to Damascus Office.
- To Collect the accountancy from Governorates on monthly basis.
- To overall check the accountancy of each Governorate before sharing it with the Finance Officer in Damascus.
- To send the Package of the monthly accountancy of each governorate to the Finance Officer in Damascus
- To ensure that payment at Governorate level are done on time
- To follow up the daily payment schedule of each Governorate.
- To follow up the payment to suppliers with the Finance Department in Damascus and inform the Accountability persons of the concerned Governorate.
- To gather the bills from Governorates on monthly basis.
- To overall check the bills classification, translation and supporting documents before delivering them to the Finance Coordinator in Damascus.
- To Approve the weekly forecast of each Governorate and sending them to the Finance Coordinator.

- To Follow up sending cash schedule to Governorates with the Finance Coordinator
- To ensure that each Governorate has the minimum cash storage threshold in their safe.
- To prepare the yearly needed budget for the support cost in each Governorate and share it with DHOMA.

### **2- Logistics Tasks:**

- To ensure the quality of the logistics documents related to any purchase at the Governorate level.
- To check the logistics documents done at the Governorate level and share them with the Logistics Department in Damascus
- To follow up the purchase at the governorate level and report that to the Logistics Department in Damascus.
- To follow up the supply process at Governorate level and report that to the Logistics Department in Damascus.
- To ensure the quotation collecting process at the Governorate level
- To lead any market assessment process upon the approval of the DHOMA
- To be in charge of receiving items transferred from Governorates to Damascus and vis versa.
- To check the monthly Fuel follow-up table of each Governorate before sharing it with the logistics department
- To prepare a monthly report about the workspace in each Governorate.

### **3- Administration tasks:**

- To update the hotel prices in the Governorates on regular basis and share them with the Admin Assistant,
- To Report any issue related to hotel booking to the DHOMA
- To ensure the good practices of the transportation booking at Governorates level
- To Follow up any Travel authorization related to the Governorates with Damascus Office.
- To support in the Mission event organization

### **4- HR Tasks:**

- To follow up with the accountability person in Governorates any requested HR Tasks
- To follow up the attendance sheet for the governorate staff.
- To update the contact list of the Governorate staff.

### **5- Office & Governorates support :**

- To coordinate with Damascus Office any mission support of the Accountability persons at the Governorates.
- To ensure support between Governorates.

### **6- Archiving :**

- To ensure that all documents are scanned at the Governorate level
- To ensure the quality of the bills archiving at the Governorate level
- To Archive any document related to the workspace.

### **7- Reports & policies:**

- To support in drafting the Policies Related to the support in the Governorates.
- To prepare any kind of report requested by the DHOMA

### **8- Representation & Field Visit**

- Present PUI in any meeting in relation to his work and requested by the DHOMA

- Conduct monthly visit to the governorates.

**9- Others**

- Any other work related task and asked by the Line Manager.

**Qualification:**

- University degree in Administration/ HR or a relevant field
- Minimum 1 year experience in a management position.
- Fluent in Arabic and English
- Excellent in MS Office
- Relevant experience with INGOs will be highly appreciated
- INGOs procedures, Donor rules, Administration procedures.
- Accounting procedures in INGOs, vouchers and invoice issuing, reporting procedures, Logistic procedures,

**Specific Vacancy Requirements:**

- Knowledge of humanitarian actors
- Good management and pedagogical skills
- Excellent communication and diplomacy skills
- Managing priorities, time and deadline.
- Flexibility and adaptability;
- Accurate/Attention to Details
- Ability to travel between the governorates or out Syria.

*Dear Appicante,*

*To apply for this Vacancy, please copy below link:*

<https://docs.google.com/forms/d/e/1FAIpQLSe-GUz6fY2tZVREqNxpwLTGcyaqleLaqOF5Cyz7pKSYBW21zQ/viewform>

*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 28<sup>th</sup> OF MAY 2020.**