

DEADLINE : 28 OCTOBER 2020

TYPE OF CONTRACT/DURATION : EXPERTISE CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 2

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 Field Assistant is responsible for providing administrative assistance and monitoring duties in the field and areas where department carries out its activities.

RESPONSIBILITIES AND TASKS

1- Assists in the preparation phase of the activities:

- Conduct needs and capacity assessments when requested and propose activities/locations based on the needs.
- Assist in the organization of promotional campaigns for the activities.
- Conduct assessment visits and assist in the selection of targeted implementation locations.
- Assist in the registration and selection of beneficiaries and submit the collected data.

2- Provides administrative assistance and field monitoring during the implementation of the activities:

- Attend PUI activities in the field and ensure the smooth and proper functioning and implementation of activities;
- Monitor the activities, track progress, take photos and inform PUI about accidents, incidents, problems, difficulties, or suggestion during implementation
- Collect beneficiaries' information and, follow up any changes in beneficiaries' data and report it to the project officer
- Monitor beneficiaries' attendance when they are enrolled in the activities, identify reasons of absenteeism/ drop out, and prepare beneficiaries attendance sheets and drop out list
- Monitor and evaluate beneficiaries' progress and report the results of the activities to the project officer.

- Monitor trainers, teachers and administrative staff attendance, and prepare their attendance sheets
 - Evaluate trainers, teachers and administrative staff, insure their compliance to contractual conditions, and inform PUI on the need for replacing any of them.
 - Cooperate with the trainers, teachers and administrative staff and support them in organizing administrative issues related to PUI activities.
 - Maintains good relations with the trainers, teachers and admin staff in the field.
 - Plans, prepares and carries out recreational and supporting activities in the field.
 - Assist in organizing various surveys and evaluations, conduct them, and deliver the collected data using the evaluation forms adopted by PUI);
 - Perform data entry duties related to applications, evaluations, studies, questionnaires, and any other data entry issues.
 - Contact stakeholders as requested.
 - Assist in the evaluation of the activities and propose adjustments when needed.
- 3- Assist in the logistical aspect of the activities:**
- Assist in the identification of the required materials for the activities, prepare and submit materials' lists including quantities and specifications.
 - Assist in organizing and following up the distribution of materials for PUI activities
 - Assist in the procurement of materials for PUI activities
- 4- Provide internal reporting of the activities:**
- Submits the required reports concerning the activities he/she is in charge of, or any other requested report
- 5- Represent PUI for Project in the field**
- Attend meetings as requested.

QUALIFICATION:

- University degree in Economic, Agriculture, Education or any other related discipline.
- Minimum working experience of 2 years in a similar role. (*preferably in Economic, Agriculture or Education activities within an NGO*)
- Professional level in using Arabic.
- Good level in English writing ,reading and speaking.
- Good Level in using MS. Office (Word, Excel, PowerPoint and Internet Explorer)
- Good Photography & Photo Editing skills
- Relevant experience, preferably in Economic, Agriculture or Education activities within an NGO.

SPECIFIC VACANCY REQUIREMENTS:

- Proven ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often has short deadlines.
- Managing priorities, critical time and deadlines.
- Strong personality.
- Hard worker
- Good monitoring skills
- Problem Solving
- Good communication skills
- Report writing skills

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSd2r21GyjmVqT2FmOaTq2ECDVqgU9hpN0Qni9CuVJKOA8WLVA/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 APPLY BY 13TH OF OCTOBER 2020.