

DEADLINE : 18 NOVEMBER 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, 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 Education and Protection Project Manager is responsible for the management and the proper implementation of the Education and Protection projects in Syria falling under his/her responsibility. He is also responsible for the technical aspects of its projects.

RESPONSIBILITIES AND TASKS

- 1- Ensure the implementation and the monitoring of the Education and Protection project(s) falling under his/her responsibility:**
 - S/He implements (with strong involvement in designing) the Education and Protection activities in close coordination with its management
 - S/He develop strategic tools related to education and protection
 - S/He is a technical support for the organization in term of education and protection projects
 - S/He organizes, schedules and coordinates all Education and Protection activities and team's work on weekly basis;
 - S/He monitor closely the implementation of activities at field;
 - S/He supervises work schedule of the Education and Protection Team Staff and provides them with support and guidance when needed;
 - S/He ensures the timely and quality implementation of the project(s);
 - S/He monitors the results achievements and indicators as per indicated in the logical framework and adapts project when required;
 - S/He reports on a monthly basis on the activities related with her/his project(s) and updates PUI project management tools (PMT) on monthly basis;
 - S/He shares about the work progress with its management on a weekly basis or when needed;
 - S/He alert on potential risks in implementation
 - S/He proposes adjustments of the strategy if needed;

- S/He ensures proper coordination and communication with the different stakeholders (local authorities, Ministries, other humanitarian actors...) in collaboration with Education and Livelihoods Senior Project Manager and Education & Livelihoods Coordinator;
 - S/He ensures that all project(s) documents are correctly filled and filed.
- 2- Contribute to the development of PUI activities in her/his sector of intervention:**
- S/He strongly participates in the need assessments/analysis in collaboration with its team and the senior management
 - S/He constantly analyses the identified needs of the target population with the Education & Livelihoods Senior Project Manager and adapts project design and implementation;
 - S/He assists in building capacity of staff to collect quality data to inform project design;
 - S/He provide support in the development of concept notes and proposals writing in collaboration with the Education & Livelihoods Senior Project Manager, the Education & Livelihoods Coordinator and the DHoM/P based on the needs identified.
- 3- Manage the operational team:**
- S/He managed its team on a daily basis, organizing schedule, division of work
 - S/He is in charge of the recruitment of the team of the department.
 - S/He ensures all staff under his/her management uphold the Humanitarian Principles, IHL.
 - S/He ensures the administrative HR management of his/her team (daily attendance, leaves management) in collaboration with the HR department;
 - S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed);
 - S/He ensures a yearly appraisal process for her/his team and supports her/his team in building their capacities (update of job descriptions/terms of reference, training, definition and follow up of clear objectives);
 - S/He ensures a constant monitoring of her/his team (general and technical);
 - S/He implements and follows up safety and security rules for her/his team and transmits all safety and security information to his/her supervisor (in collaboration/relay with the Head of Bases, and Local Representative Officers for the concerned governorates);
 - S/He ensures a good communication, coordination and information level within the team through regular coordination meetings, formal reporting (or other if needed).
 - S/He ensures synergies with other PUI programs departments.
- 4- Manage the logistical and financial aspects of the project:**
- In coordination with the Logistics Department, s/he prepares and follows up the procurement plan for her/his project(s);
 - S/He is in charge of launching procurement request according to budget and implementation and follow up on it
 - S/He is the budget holder, of the direct program costs of the Education and Protection project(s) falling under his/her responsibility. S/he launches the process of expenditures and authorizes the payment of the invoices for these costs;
 - S/He ensures that the operational follow up is up-to-date and crosschecked it with the budget follow up (committed expenses) on a monthly basis;
 - S/He prepares the cash forecast on a monthly basis in coordination with the Admin/Finance Department.
- 5- Represent PUI for the project(s):**
- S/He participates in coordination meetings related to her/his field of work;
 - S/He ensures representation of PUI (with her/his team, at field level) among partners, donors, and different authorities for the areas which s/he is responsible for;

- S/He prepares and organizes field visits with donors or local authorities when needed in coordination with the Education and Livelihoods Senior Project Manager and Education and Livelihoods Coordinator.

- 6- Ensure the internal and external reporting of the project:**
 - S/He participates to the internal reporting on activities according to PUI internal tools;
 - S/He prepares external reporting according to the needs (reports to local authorities, donors) in coordination with the Education and Livelihoods Senior Project Manager.

REQUIRED SKILLS:

- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** Advanced Project Cycle management skills;
Excellent communication and reporting skills.

- **Other required skills:**
 - Autonomy
 - Ability to manage priorities
 - Ability to analyze and suggest improvement
 - Ability to work under pressure;
 - Problem solving skills;
 - Ability to facilitate/lead meetings/workshop
 - Deep understanding of Humanitarian Principles, IHL, CHS
 - Initiative, creativity and innovation.

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSeum8ISZRnl2p0La66wFd-WDJaTACvCEgNV0Ri2ebJJ5cVfzg/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 02ND OF NOVEMBER 2020.