

## **JOB VACANCY**

<b>BASE</b>	<b>Aleppo</b>
<b>POSITION</b>	Field Manager

### **General Responsibilities:**

The Field Manager (Programs) ensures day-to-day programmatic implementation and coordination at hub level of the DG MENA Project “Strengthening primary health care delivery and local health governance in Syria”, acting as the main programme focal point under the supervision of the Project Manager.

The Field Manager (Programs) is primarily responsible for performing the assigned tasks, which include, but are not limited to, the following. Flexibility and availability to undertake additional programmatic and operational tasks, as needed, are mandatory requirements.

The Field Manager (Programs) is expected to perform all programmatic and operational tasks in a timely manner under the general supervision of the Project Manager, in close coordination with relevant departments.

### **❖ List of tasks assigned:**

#### **Implementation:**

- Support the day-to-day programmatic implementation of the DG MENA project “Strengthening Primary Health Care Delivery and Local Health Governance in Syria”, ensuring activities are implemented in line with the approved project proposal, workplan, and donor requirements.
- Ensure proactive follow-up on implementation challenges and take corrective actions at hub level, escalating issues to the Project Manager when decisions fall outside the agreed scope of authority.
- Under the supervision of the Project Manager, support and monitor the quality, coherence, and progress of project activities, ensuring timely implementation and adherence to agreed standards
- Act as the Focal Point for Aleppo project hub, ensuring the coordination with project staff based in the hub, and ensuring smooth internal communication and information flow.
- Support the Project Manager in drafting and updating the project implementation plan, in close cooperation with key project staff and relevant technical department
- Monitor project activities and contribute to tracking progress towards outputs and outcomes, in compliance with donor guidelines and internal procedures.
- Facilitate and support in planning, managing, implementing, and monitoring project activities related to health, protection, wash, admin and logistics, ensuring programmatic coherence across sector
- Monitor ongoing support provided to Primary Health Care Centres (PHCs) and other supported facilities, ensuring activities are implemented as planned and flagging any challenges or delays.
- Coordinate with relevant UPP departments (Medical, Protection, MEAL, WASH, Admin, HR, Logistics, Security) to address implementation challenges and operational needs and report regularly to the Project Manager and programme team.

## Logistics Supervisor

- Monitor facility-level needs related to the functioning of health, protection, and WASH services, and communicate identified gaps or risks to the Project Manager and programme team.
- Maintain regular and constructive relationships with PHC management teams and key health stakeholders, providing weekly updates (or more frequently, if required) on project progress and emerging issues.
- Ensure protection mainstreaming across supported PHCs, including follow-up on Protection Monitoring (ProM) findings, coordination with the protection team, and tracking of agreed action points.
- Support and facilitate project-related trainings, seminars, and capacity-building activities, ensuring proper documentation and reporting in line with project requirements.

## **Coordination:**

- Ensure active coordination with local authorities to facilitate day-to-day operations, by representing the programme team in technical or sectoral coordination meetings, when the Project Manager or Medical Coordinator are not available, upon delegation by the Project Manager.
- Organise and facilitate monthly progress review meetings with supported health facilities and facility management teams, under the guidance of the Project Manager, to review implementation progress and quality of services.
- Coordinate, in close collaboration with the Project Manager, meetings with facility management and local health stakeholders related to project activities across medical, protection, and logistics components.
- Support the Project Manager in organising internal team and project coordination meetings, including agenda preparation, documentation of discussions, and follow-up on agreed action points.
- Actively follow up on facility updates, participate in coordination meetings, document minutes, and support the implementation of relevant action points in coordination with the project team.
- Ensure effective communication, coordination, and information flow between facilities, project staff, and technical departments (Medical, Protection, MEAL, WASH, Logistics).
- Contribute to the establishment and follow-up of coordination mechanisms aimed at improving the effectiveness and efficiency of field activities and information sharing among project components and stakeholders.
- Support coordination with local stakeholders and partners to facilitate progress against the approved project workplan and expected results, under the supervision of the Project Manager.
- When required, accompany the Project Manager in representing UPP in relevant humanitarian coordination forums, working groups, and meetings.

## **Reporting:**

- Prepare and share regular operational updates (daily, weekly, and monthly) on project implementation with the Project Manager, programme team, and relevant departments, ensuring timely and accurate information flow.
- Coordinate and consolidate inputs from project staff, facilities, and relevant departments for reporting purposes, ensuring consistency and quality of information.
- Contribute to the preparation of donor and internal reports, including narrative sections related to project implementation, coordination, challenges, and lessons learned, under the guidance of the Project Manager.
- Proactively flag implementation risks, delays, and critical issues through reporting, and propose corrective actions in coordination with the Project Manager.
- Support the Project Manager in drafting ad hoc reports, briefings, and updates as required, including inputs for donor communication and internal decision-making

Logistics Supervisor

**Admin & Logistics coordination:**

- Coordinate the project team to ensure that facility-level needs are identified and monitored during project implementation, in coordination with project staff and facilities, and ensure that procurement-related requirements in line with project priorities are consolidated.
- Coordinate closely with relevant internal departments (Logistics, Procurement, Admin, Finance) to facilitate timely implementation of the project procurement plan, ensuring alignment with programme needs and approved procedures.
- Preparation and follow-up of Purchase Requests (PRs) and related procurement documentation, ensuring accuracy and completeness of programme-related inputs, approval of expenses will be within the financial authority agreed for this role by senior management
- Contribute to the preparation of supporting documentation required for procurement, contracting, and administrative processes, upon request of the Project Manager.
- Act as a programme focal point for coordination with Logistics and Admin departments regarding project-related purchases and procurement processes, ensuring smooth communication and follow-up.
- Support the Project Manager in budget follow-up, including monitoring planned versus actual expenditures, expenditure forecasts, and identification of potential budgetary risks.
- Support the Project Manager in the monthly review of financial reports and reconciliations, flagging inconsistencies or risks and supporting corrective follow-up when needed.

**Reporting lines & Accountability:**

- The Field Manager (Programs) reports hierarchically to the Project Manager for all matters related to programme implementation, planning, reporting, and achievement of project results.
- The Hub Manager (Programs) reports hierarchically to the Country Representative for matters related to hub-level coordination, staff supervision, security, and alignment with the overall mission strategy.
- The position works under the overall guidance of the Project Manager, ensuring programme coherence and compliance with the approved project framework, while maintaining close coordination with the Country Representative to ensure effective hub functioning.
- The Field Manager (Programs) is accountable for the quality and timeliness of programme implementation at hub level, and for ensuring effective coordination between project staff, facilities, and internal departments.
- Strategic decisions, budget authority, contractual matters, and major changes to the project design remain under the responsibility of the Project Manager, in coordination with the Country Representative as per internal procedures.

Office coordination under the delegation of Country Representative

- Under the delegation of the Country Representative, support the day-to-day functioning of the offices in coordination with the relevant departments.
  - In coordination with HR, follow up on staff presence, field deployment and adherence to work arrangements and flag any concerns to the CR.
  - In coordination with the logistics, follow up on the office and GH related logistical arrangements

❖ **Job requirements:**

- **Education:**

University degree University degree in Engineering, Business Administration, or a related field.

- **Experience:**

Minimum 6 years of proven professional experience in progressively responsible roles in programme coordination, field implementation, or management of NGO projects, preferably within the health sector and Primary Health Care (PHC) settings.

Proven experience in program implementation and coordination, with the ability to manage multiple workstreams, priorities, and stakeholders simultaneously.

Demonstrated strong understanding of humanitarian and/or development operations, including experience working in health programming.

- **Skills:**

Strong people management and leadership skills, including experience in supervising and supporting multidisciplinary teams in the field.

Solid management, reporting, and administrative skills, with the ability to translate programme priorities into operational plans and follow-up actions.

Demonstrated capacity to work autonomously, take initiative, and make timely programmatic decisions within an agreed framework.

Proven ability to plan, coordinate, and implement projects, ensuring coherence between technical inputs, operational constraints, and programme objectives.

- **Knowledge:**

Good knowledge of the project cycle in development and/or emergency contexts, including planning, implementation, monitoring, reporting, and learning phases.

Familiarity with MEAL principles and approaches (Monitoring, Evaluation, Accountability & Learning), including the use of indicators, reporting tools, and data for decision-making.

**How to apply**

Thank to send your application subjected of the job title with a resume, cover letter, to:

[vacancy.syria@unponteper.it](mailto:vacancy.syria@unponteper.it)

Deadline for submitting applications: 02-Mar-2026