

**DEADLINE :** 19 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, 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 IT Assistant provides general support to the Logistics Officer in all matters related to the IT Field with the aim to optimize the effective usage of PUI IT equipment. . The IT Assistant supports as well with the handling of the complete IT inventory for PUI in Syria mission, also supports in setting up network for office, troubleshooting of basic helpdesk issues, and server issues.

### **RESPONSIBILITIES AND TASKS**

#### **1- Managing IT equipment and the network**

- Carry out system maintenance tasks, such as performing monitoring tasks, running system diagnostics, and system optimization, to ensure they are running effectively and enable easy and efficient use.
- Maintain technology, including standard repairs, configuration, and storage, in accordance with data security and access controls to ensure IT equipment required for PUI staff is available
- Configure hardware and software, set up peripherals such as printers or routers, repair equipment, and provide daily support for computer network users.
- Manage day to day running IT systems at the Damascus office as well as at the field offices when required
- Supervise the installation / updates of antivirus, software, hardware of the IT equipment in all bases.
- Perform backups, defragmentation and cleaning of Premiere Urgence /Syria Mission IT computers on monthly basis
- Advise the procurement team with technical information when looking for relevant IT suppliers and shops
- Manage the stock of IT materials (storing, dispatching and inventories).
- Manage the Internet systems maintenance and installation in all bases (when necessary).

- Support in customizing an IT Policy for PUI Syrian Mission: procedures, and equipment management, etc., with the approval of his supervisor
- 2- Provides IT basic Trainings to Premiere Urgence users**
  - Support his supervisor with the design and organization of trainings directed to staff in basic IT issues (Office pack, backup, antivirus scan, use of e-mail/outlook...)
- 3- Provides internal reporting**
  - Provides to the direct supervisor with weekly and monthly reports in relation to:
    - Scheduled maintenance;
    - Scheduled back-ups;
    - Problems encountered,
    - Inventories and stock management,
    - Provides suggestions for improvement.

**REQUIRED SKILLS:**

- **Language skills:** Good Level of English language
- **Educational Skills:** Intermediate institute related to computer science
- **Computer Skills:** Excellent Computer skills, including Server setup, MS Office application and internet and security software, networking skills
- **Technical skills:** IT park management, IT maintenance management
- **Other required skills**
  - Excellent interpersonal and communication skills with strong organizational abilities.
  - Strong capacities in the organization of trainings.
  - Ability to set priorities and manage time effectively
  - Ability to work both independently and as an effective team member
  - Ability to take initiatives

*Dear Appicante,*

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

[https://docs.google.com/forms/d/e/1FAIpQLSfTcyhwDmIHhydB\\_yoYbBP3dIAFRYwZ6zv2DPtsCZxfMQbqEw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfTcyhwDmIHhydB_yoYbBP3dIAFRYwZ6zv2DPtsCZxfMQbqEw/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 03<sup>RD</sup> OF NOVEMBER 2020.**