

DEADLINE : 13 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 senior project manager supports the DHoMP in providing leadership, strategic vision and technical support to all aspects of the Quality Education, Vocational Training & protection in Syria.

RESPONSIBILITIES AND TASKS

1- Define, develop and implement the operational programing in the sector:

- S/He supports the deputy head of mission in developing the strategy of the sector
- S/He provides monitoring of the Education, Protection and Livelihoods coverage provided by local authorities and NGOs in the country.
- S/He identify and monitors unmet needs in the affected areas and explores the potential of PUI addressing those needs.
- In close coordination with the Heads of Bases, Local Representation Officers and Project Managers, s/he conducts needs assessments
- S/He strongly supports the writing of concept notes, proposals and budgets for new projects and extensions of projects in coordination with the Project Managers and the deputy head of mission

2- Provide a technical and operational support to the ongoing projects:

- S/He ensures that its projects are in line with PUI policies and guidelines, donor agreements.
- In collaboration with the related project managers, s/he develops and improves the necessary tools to ensure a proper design, planning, implementation, monitoring and follow up is in place.
- S/He supervises and follows up the implementation of activities in the areas of intervention and supports the Project Managers in reviewing the activities work plan, objectives, budget, whenever an update is needed.
- S/He identifies the best practices in the sector and shares them with the quality department for capitalization.

3- Manage the program team:

- S/He supervises the Education and Protection team with a direct supervision of the project manager
- S/He participates in defining the strategy of its department
- S/He supports the team in the recruitment process (draft and/or validation of the job descriptions, elaboration of tests, interviews).
- S/He ensures the administrative HR management of the Project Managers (daily attendance, leaves management) in collaboration with the HR department.
- S/He ensures the good administrative HR management in its team.
- S/He ensures timely completion and submission of appraisals for its team.
- In coordination with the Project Managers and the HR Department, s/he clearly defines the training needs of its staff, develops the training and capacity building plan, and ensures they are able to access training and professional development resources appropriate to their skill gaps/needs.

4- Manages of the logistical, and financial aspects of projects:

- S/He ensures the proper procurement planning, and approves the procurement plan for its activities
- S/He validates purchases according to PUI authority matrix.
- S/He develops and updates the necessary tools to ensure a proper and effective follow up for the procurements in coordination with the project managers.
- S/he contributes to analysing bids made by suppliers for purchases with stringent technical specifications, in collaboration with the logistics, admin and finance departments.
- S/He ensures the operational follow up is up to date and crosscheck it with the budget follow up on monthly basis, and suggests the necessary modification of the budgets (reallocation, change of activities, project extension...) to its manager
- S/He submit the cash forecast on monthly basis to the deputy head of mission program and the Finance department.

5- Represent PUI at sector level:

- S/he ensures the 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 assists in the preparation and organisation of field visits with donors or local authorities when needed, in coordination with the DHoMP, Project Managers, and Head of Bases or Local Representation officers.

6- Ensure the internal and external reporting of the departments:

- S/He provides internal reporting on activities (according to PUI internal tools),
- S/He compiles and reviews the external reporting prepared by Project Manager according to the needs (reports to local authorities, to donors), completes and finalizes it before submission

REQUIRED SKILLS:

- **Language skills:** Excellent command of written and spoken Arabic and English
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** Advanced Project Cycle management skills,
- **Background** in Education and/or Protection is high desirable

➤ **Other required skills:**

- Knowledge of procedures of institutional donors
- Good analytical skills
- Organization and ability to manage priorities
- Proactive approach in making proposals and identifying solutions
- Excellent communication and reporting skills
- Ability to work independently, take initiative and take responsibility
- Diplomacy and open-mindedness

Dear Appicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/e/1FAIpQLSfPaxnCpeh2si9WvNcDthoi_e-X_3qtg71_cBTeyVCMKPE5OQ/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 OCTOBBER 2020.