

**DEADLINE :** 28 October 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 Grants and Knowledge Officer will work under the supervision of Grants Manager to ensure the grants follow-up, timely reporting and information capitalisation.

### **RESPONSIBILITIES AND TASKS**

**1- Responsible for the follow-up of the reporting and proposal writing processes for all internal and external purposes,**

- In coordination with programmes departments, ensure that grant proposals and reports are timely, high-quality, and responsive to donors' requirements.
  - Information gathering for proposal and report writing and quality control of final written products
  - Timeframe follow-up ;
  - Ensure the Donor compliance of all the exchanged information
  - Develop and use program-reporting templates that facilitate the acquisition and aggregation of information in programs and assist the program implementation team in timely and accurate reporting to donors.
  - Support the mission in the information compilation and capitalisation regarding the humanitarian context and reflect it in internal and external reporting.

**2- Information, Data & Knowledge Management**

- To participate in the design of different databases in collaboration with Grants Manager, Program Coordinators, and Program and MEAL Managers;
- To maintain databases monthly, compiling data from programmes departments for donor reporting
- To ensure quality and accuracy of data gathered by the program teams, in collaboration with the Program Managers
- To translate data from Arabic into English
- To support the MEAL manager to analyse the projects data through an integrated database and produce snapshot reports as needed upon request
- To assist in lessons learnt, recommendations and success stories documents

**3- Communication**

- In accordance with the institutional PUI communication policy, and HOM guidance:
  - o Ensure that the information is available, and up to date to share communication material about PUI programs/activities in Syria.
  - o Supervise the set up and maintenance of a database of professional photos and videos related to PUI activities.
  - o Support preparation of success stories and articles as required.

**REQUIERED SKILLS**

- Advanced level in English
- A bachelor's degree in relevant field.
- Minimum of 2 to 3 years of specialized experience in relevant field.
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- Advanced user of MS office (including Word, Excel, Outlook, and PowerPoint).
- Proven capacity for analyzing and synthetizing comprehensive information and technical data;
- Ability to write and edit reports under deadline pressure;
- Proficiency with Database and in most common computer software including work processing, spreadsheet and publishing;
- Good communications skills for public presentations;
- Ability to manage conflicting priorities in personal workload;
- Ability to support programmatic objectives with timely and meaningful information;
- Proven ability to multi-task, meet deadlines and process information in support of changing program activities;
- Impeccable, professional standard of M&E and reporting;
- Willingness and ability to ensure compliance with PU-AMI's and donor policies and procedures

Dear Appicante,

To apply for this Vacancy, please copy below link:

[https://docs.google.com/forms/d/e/1FAIpQLSc1Th19hvtkA7mQV4TQ-yPwGB6o8ZMu\\_fq8d8qiyS6cLX-IXw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc1Th19hvtkA7mQV4TQ-yPwGB6o8ZMu_fq8d8qiyS6cLX-IXw/viewform)

***If the link below 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 13<sup>TH</sup> OF OCTOBER 2020.***