



**PREMIERE
URGENCE
INTERNATIONALE**

JOB TITLE Grants Manager, BASED IN DAMASCUS

DEADLINE : 08 August 2025

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT 3 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 Manager will work under the supervision of the Grants Coordinator and in close coordination with the MEAL Manager and the programme teams. She/He will focus mainly focus on maintaining and reinforcing grants management and reporting systems in place and supporting the Grants Coordinator to develop high quality concept notes and project proposals.

- Under the direct supervision of the Grants Coordinator, and supervising the Grant Officers (2), the Grants Manager will be responsible for:
 - Managing the grants officers and building their capacities
 - Supporting the Grants Coordinator to ensure the conception of high-quality concept notes and project proposals responding to the needs of the population, meeting donors' requirements and aligned with PUI's strategy.
 - Ensuring the follow-up of all grants implemented and the submission of timely quality reports meeting donor's requirements.
 - Contributing to the promotion of PUI activities implemented in Syria through the production of communication material.

Building up information & knowledge management system, to inform programming and foster institutional learning process.

RESPONSIBILITIES AND TASKS**1. Management and capacity building:**

- Ensure the organization of the grants department through task planning, conduct of weekly department coordination meeting and definition of priorities and share any challenges faced with the Grants Coordinator.
- Supervise the Grants Officers in their daily tasks, building their capacities as per the individual career plan defined with them.
- Participate in the recruitment of the grants officers if needed and ensure the administrative follow-up of the grants team.
- Ensure respect of grants standard operating procedures and policies in place at the mission and at the organization level

2. Grants Development

- Support the Grants Coordinator in identifying funding/programme development opportunities.
- Support the mission regarding donors' rules and regulation, having a good understanding of these rules and being informed of any revision and/or update of the rules to be able to brief relevant staff if needed.
- In coordination with all sections (Accountability, Access, Development and Strategy and Programmes) and under the supervision of the Grants Coordinator, contribute to the development of quality concept notes and project proposals, ensuring that they are timely submitted, and meeting donors' requirements and PUI's process.
- Ensure external representation upon request of the Grants Coordinator

3. Grant Management

- In coordination with all sections (Accountability, Access, Development and Strategy and Programmes), ensure grants management throughout the project cycle, making sure to respect contractual obligations, organizing kick off and close out meetings, leading the production of project reports as per donor's requirements and if needed of modification requests:
 - Ensure the compliance of all grants with PUI's procedures and policies.
 - Ensure all relevant staff have a detailed understanding of the projects.
 - Develop and use reporting templates that facilitate the acquisition and aggregation of information and assist the programme team in providing timely and accurate reporting to donors.
 - Ensure monthly follow-up of project achievements/challenges in collaboration with the MEAL department and the Grants Coordinator
 - Ensure reports are timely submitted, high-quality, and meeting donors' requirements.
 - Ensure the compilation of information on the humanitarian context and reflect it in internal and external reporting.



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- Keep senior management informed of any difficulties to meet contractual obligations, of reporting requirements and of significant budget variances and to mitigate risks, propose remedial solutions, such as informing donors or raising timely modification requests or no cost extensions.

4. Communication

- In accordance with PUI's communication policy, and with the Head of mission's guidance:
 - Ensure that information is available and up to date to produce communication material pertaining to PUI's activities in Syria.
 - Participate in the production of communication material (newsletter, success stories etc.)

5. Information & Knowledge Management

- Ensure proper archiving of all grants related documents.
- Ensure quality and accuracy of data gathered and reported by programmes in collaboration with programmes/MEAL team.
- Closely work with the MEAL Manager and the Grants Coordinator to identify, record and document best practices and lessons learnt, to inform programming and foster institutional learning process.

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on programmatic needs. Furthermore, the employee could be requested to perform other tasks as his/her line manager may judge necessary.

REQUIERED SKILLS:

- **Education:**
Project management, political sciences, international development, public administration, business science, social science or other relevant area or equivalent professional experience
- **Professional Experiences:**
 - At least two years of experience in humanitarian project development/implementation and/or grants management
 - Experience in working with the US, EU, Swiss and UN Donors and deep understanding of their rules and regulations.
 - Previous experience in concept note and project proposal development, collecting and compiling necessary inputs from various departments and partners, synthetizing comprehensive information and drafting project documents is an asset
 - Strong writing skills and capacity to analyse and synthetise comprehensive information to produce high-quality reports.
 - Good understanding of project management cycle, monitoring and evaluation requirements and key technical sectors (WaSH, Shelter, Education and Livelihood)
 - Previous management experience

➤ **Language skills:**

- Excellent command in writing and editing documents in English
- Excellent command in writing and editing documents in Arabic

➤ **Computer Skills:**

- Strong knowledge of Microsoft office software (word, excel, power point and outlook)
- Knowledge of donors' reporting systems and databases (GMS; ART; or similar etc.)

➤ **Other required skills:**

- Strong communication (active listening and diplomacy) and problem-solving skills
- Motivation, flexibility, and capacity to adapt to the needs of the team and the organization.
- Autonomy, organization, and attention to details: Ability to manage conflicting priorities, to multi-task and to work under deadline pressure (stress management)
- Strong interpersonal skills and ability to work within a team, as well as leadership skills.
- Willingness and ability to ensure compliance with PUI's and donors' policies and procedures.
- Visits of activity sites and PUI field teams to be conducted to inform reporting.

Dear Appicante,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria- Application form.

[PUI SYRIA- APPLICATION FORM- GRANTS MANAGER BASED IN DAMASCUS \(google.com\)](#)

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.