

**DEADLINE :** 15, June, 2025

**TYPE OF CONTRACT/DURATION :** SERVICE PROVIDER CONTRACT- 3 months

**NO OF REQUIRED EMPLOYEES:** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** Deir El Zour

#### **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 Support Assistant is responsible for the Finance, Logistic and Administration tasks at the Field Level in cooperation with the Head of Base. He/She is also in charge of supporting the Finance Department in Damascus Office on a regular basis. procurement file, follow up and support the program manager, follow up the warehouse, fleet, IT, premises for his /her area.

#### **RESPONSIBILITIES AND TASKS**

**1. Accountancy Management:**

- Check, before recording any entry, that the invoices are compliant with PUI regulations and procedures.
- He is in charge of collecting money from bank branch in his/her governorate

**➔ Manage the daily payments of his/her governorate:**

- He/She is responsible of the cashboxes.
- Ensure payments of the daily expenses.
- Perform payments to suppliers.
- Prepare monthly report on expenses.

**➔ Keep cashbook of his/her Governorate:**

- Ensure daily follow-up of expenditures.
- Record transfers, advances, exchanges and bills in cashbox.

**➔ Ensure & Collect monthly bills and financial statements :**

- Gather bills in box file by dividers according to the PUI standards & regulations.
- Check that each bill contains the accurate information and supporting documents.
- Translate requested information's into English.
- Stamp bills and order them by program number and by date.

- Attribute to each bill unique number.

➔ **Monthly Closing:**

- Register monthly expenses, transfers, exchanges, advances and bills on accounting software SAGA are matching.
- Import and export data and updates in coordination with the Finance Officer (Mission Accountancy ).
- Prepare SAGA excel sheet.
- Ensure that all bills submitted to Damascus Office by the end of the month with its cash inventory signed by concerned staff.

➔ **Cash forecast :**

- Prepare the cash forecast according to cash needs for his/her governorate regarding mission & project expenditures on weekly basis.

**2. Logistics Tasks:**

- Preparing and perform logistics documents related purchases at field level.
- Supplying required goods according to purchase requests.
- With coordination with logistic department make sure for controlling quality and quantity of purchased items/services.
- Launching & collecting quotations in coordination with Log department in Damascus Office.
- Conduct market assessment upon request.
- He/she is in charge of receiving items transferred from Damascus to his/her governorate and vice versa.
- Preparing daily fuel follow up table and sending it to the log department in Damascus on monthly basis
- In Coordination with HOB ,He/she is in charge of organization the daily movement of the staff in his/her governorate
- He/She is in charge of Assets management in his/her governorate.
- He/She is in charge of workspace facility services.

**3. HR Tasks:**

- Gathering the needed documents for any new staff and send them to HR department in Damascus (hard & soft copies)
- Follow up the contract signatures when needed
- Prepare the attendance sheet of the field staff in his/her governorate and send it to the program team in Damascus on monthly basis.
- Supporting HR team in Damascus Office in any task related to the staff in his/her governorate:
- Update Contact list.

**4. Damascus Office support :**

- In coordination with Finance Officer (Mission Accountancy), He/she will support the Finance Department in Damascus Office in the monthly closing & financial tasks required.

**5. Archiving :**

- Scan the documentation of his/her Governorate Cashbook on monthly basis.
- Archiving Bills / vouchers of the Cashboxes according to mission financial procedures.

**Qualification:**

- **Education & Training:** University degree, institute or high school degree, (commerce, economics, law, business administration, journalism, or any relevant field).
- **Professional Experiences:** At least 3 years of experience in a similar position (NGOs/private companies)
- **Language skills:** Good Level of English language
- **Computer Skills:** Good level in using MS Office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:**
  - Accounting procedures in INGO
  - Have good knowledge in logistics matters (purchases, transport etc)
- **Other required skills:**
  - Good knowledge of institutional donor (US donors, ECHO, UN agencies, etc.) procedures and financial guidelines.
  - Knowledge of humanitarian actors
  - Good management and pedagogical skills
  - Excellent communication and diplomacy skills

Dear Applicant,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria application form.

[Support Assistant - Deir El Zour](#)

If the link above does 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.

**We strongly encourage qualified female candidates to submit applications for the position.**

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