# JOB TITLE – LOCAL REPRESENTATION OFFICER -ALEPPO

**DEADLINE :** 31 OCTOBER 2019
**TYPE OF CONTRACT/DURATION :** EXPERTIES CONTRACT / 6 MONTHS
**NO OF REQUIRED EMPLOYEES** : 1
**BASED:** ALEPPO

## 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

In the geographical area under his/her supervision, the LRO is in charge of:
1. **STRATEGIC AND PROGRAM DEVELOPMENT OF THE NAG**
2. **SAFETY & SECURITY OF PEOPLE AND ASSETS**
3. **REPRESENTATION / NETWORKING / COMMUNICATION**
4. **SUPPORT TO THE PROJECT'S IMPLEMENTATION**
5. **LIAISON BETWEEN THE NAG STAFF, THE COORDINATION and WELL BEING**

## RESPONSIBILITIES AND TASKS

In the geographical area under his/her supervision:

1- **STRATEGIC AND PROGRAM DEVELOPMENT OF THE NAG** *(in collaboration with the Safety focal point and HoM)*
   a. **Appraise the humanitarian needs:**
   – Follow and report about the humanitarian needs and/or gaps and ensure a fluent circuation of the information toward the HoM, and Programs Department (reports).
   – Facilitate the technical assessments processes (autorisations).
   – Feed the Program staff at coordination level with the required information to develop project proposals (reports)
   b. **Appraise the local donors (UN Agencies, etc.)**
   – Identify their priorities in terms of funding
   – Advocate and do fundraising in coordination with Damascus office.

- Share the information with the coordination office (Minutes of meetings / bullet points).
    c. **Ensures that PUI interventions are in the frame of PUI Syria Strategy**
    - Prioritize activities  and locations that are ensuring:
        o The full implementation of the FOCOS strategy
        o The continuity of PUI Staff

2- **SAFETY & SECURITY OF PEOPLE AND ASSETS** *(in collaboration with the Safety focal point and HoM)*
    a. **Procedures**
    - Establish and update the different security documents at NAG level
    - Ensure that projects and methodologies do not endanger beneficiaries or PUI staff, and propose security rules improvement.
    - Ensure that his/her team is familiar with the safety and security plan and follows safety rules.
    b. Follow-up
    - Approve/restrict the movements of PUI's staff depending on the security situation.
    - Manage the proper follow-up (tracking / alerts).
    - Monitor the evolution of the socio-political context and Gather /report information related to safety and security to the Safety Focal Point / HoM on a regular basis or upon request if required.

3- **REPRESENTATION / NETWORKING / COMMUNICATION** *(in collaboration with the HoM and DHoMs)*
    - Attend and contribute to external coordination meetings and organize the two-way dissemination of information at field level.
    - Formalize the proper reporting following external meetings (minutes of meetings)
    - Establish positive communication with all the stakeholders in their respective governorates.
    - Represent PUI in front of external Media if required (keeping HoM informed)
    - Guarantee the image of PUI in his/her working area, and ensures that the PUI staff displays behavior consistent with the values upheld by the organization.

4- **SUPPORT TO THE PROJECT'S IMPLEMENTATION** *(in collaboration with the Program Section)***:**
    - Liaise, on his/her geographical area, with the local stakeholders (authorities, the partners and donors' field representative) to obtain all the required approvals, facilitations, beneficiaries lists, etc.
    - Follow up, upon the program section (DHOM, Coordinators, PMs) request of the implementation of the PUI's projects (planning, progress and hurdles).
    - Provide feedbacks to the program department(s) regarding the feasibility of the planned activities.

5- **ENSURE THE PROPER COORDINATION AT NAG LEVEL**
    a. **External**
    - Please refer to points 1 and 3
    b. **INTRA-PUI**
    - Be able to visit PUI Office in Damascus on a regular basis.
    - Share reports

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- Ensure a fluid communication with All sections and HoM/DHoM. (Ad-hoc messages,…).
  c. **Internal**
- Provide the PUI's Coordination level with a regular (weekly or bi-weekly) report / (update of progress, donors comments…), from his/her point of view.
- Ensure the good collaboration between the field program staff and the field accountability staff (if any).

## REQUIERED SKILLS

➢ **Language skills:** Advanced level in English appreciated but not compulsory and Arabic (oral and written)
➢ **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)
➢ **Technical skills:** Advanced Project Cycle management skills
➢ **Other required skills:**
  - Autonomy
  - Ability to manage priorities
  - Ability to analyze and suggest improvement
  - Ability to write reports

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Dear Candidate,

- To apply for this Vacancy, please copy below link:
https://docs.google.com/forms/d/e/1FAIpQLSf12sfq5lvympmBx754fyUTnexVcOKDmeEHMVw4W8fCwWSLXA/viewform

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