

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

DEADLINE: 13 MAY 2021

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 I&H Project Assistant is responsible to support I&H Coordinator & I&H Project Managers in collecting DATA related to I&H projects in all phases, organizing the collected information, support of all required DATA entry and updates of reports, and regular coordination with all other departments in PUI (Programs & Accountability)

RESPONSIBILITIES AND TASKS

1- I&H Projects Financial follow up:

- He/She, under the supervision of I&H Coordinator, supports I&H PMs in the update of OFU files (budget follow up) in collaboration with finance department and collecting all related DATA from the PMs regarding PRs, POs, signed contracts, Invoices, forecast plan, matching between invoices & SAGA updated information on monthly basis, checking the budget lines numbers and amounts
- He/She, under the supervision of I&H Coordinator, supports I&H PMs in collecting all submitted invoices from the bases, check the invoices in terms of amounts, unit prices, contract numbers, required signatures & documents and subsequently submit the invoice to finance department.

2- I&H Projects Procurement follow up:

- He/She, under the supervision of I&H Coordinator, checks all ready Purchase Requests (PRs), received from I&H PMs for I&H projects with all related documents, B.o.Qs and all related annexes before submitting to procurement department.
- He/She, under the supervision of I&H Coordinator, supports I&H PMs to attend all opening sessions related to I&H Projects in collaboration with Procurement department and contributes in the technical evaluation of the submitted bids and check all required related documents & experience documents attached in the offers.

- He/She under the supervision of I&H Coordinator, in coordination with I&H PMs, follows up with PUI Procurement department, the progress of the procurement process after launching the tender, after finalizing the awarding of the qualified contractors and ensures proper identifying of the dates of contracts signatures
- He/She under the supervision of I&H Coordinator, in coordination with I&H PMs, supports in collecting and organizing of all signed contracts, with all related documents (site reception certificates, materials samples table, invoices, temporary reception certificates and final reception certificates,...)

3- I&H Projects Reporting Follow Up:

- He/She will support I&H Coordinator and I&H PMs and in collaboration with Grants & Knowledge Department, in regular reporting for I&H activities and updating of Chronogram files for all PUI signed agreements, providing required updates and information to Grants department.
- He/She will support will support I&H Coordinator and I&H PMs in reviewing and checking progress & completion reports received for I&H activities in all bases before sending the final versions in coordination with MEAL & Grants departments.
- He/She will support I&H Coordinator & I&H PMs in collecting and unifying all required updates to fill and submit 4Ws to different sectors (WASH, Shelter, Livelihood, Education,...) and all other required updates as monthly updates to SARC, MoLAE, MoE,...in addition to regular updates of I&H projects follow up tool.

4- I&H Projects MEAL Follow Up:

- He/She, under supervision of I&H Coordinator, will support I&H PMs to be as a focal point for follow up of M&E Exercises (baseline, end-line, PDM,...) & collecting MEAL DATA related to I&H activities from I&H MEAL focal points in the governorates and also collecting all required updates of beneficiaries list and other relevant joint work with the MEAL department.

5- I&H Department general support:

- He/She will support I&H Coor & I&H PMs in collecting all information and documents related to I&H projects in all project phases and organize in folders & sub-folders (Assessment, Procurement, Execution, Hand over, approvals, reports,...) on the shared server as soft copy also to organize all in printed paper as hard copies.
- He/She will support I&H Coor & I&H PMs in attending I&H follow up meetings and elaboration of meetings minutes.
- He/She will support I&H Coor & I&H PMs in elaboration of presentations, success stories, brochures, booklets and all other required tasks.

QUALIFICATION:

- Bachelor's degree in relevant field.
- Minimum 3-year experience in a similar position.
- Fluency in both oral and written communication in English and Arabic.
- Excellent working knowledge in Microsoft especially Excel, PowerPoint, word
- Understanding of various donor requirements.
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;

SPECIFIC VACANCY REQUIREMENTS:

- Strong inter-personal skills; ability to work in a team and establish effective working relations with persons of different cultural backgrounds.
- Excellent analytical and report writing skills, minutes of meetings, translation (English & Arabic required)
- Accurate/Attention to Details
- Able to manage stress and pressure
- Good Planning, coordination and organizational skills

Dear Appicante,

To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLSfP05Qn2nJZS_P7nF1T3io-h6NgSx8NuSgnkpa2T5SN9lvs7g/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 APPLY BY 28TH OF APRIL 2021