

DEADLINE : 06 December 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, 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 Project Manager (PM) is responsible for the management and implementation of the CDCS-funded "Building Resilience and Sustainable Livelihoods for Conflict-Affected Vulnerable Populations in Syria" project at the mission level and will work under the supervision of the Deputy Country Director for Programs.

The PM position's major objectives are to properly achieve the following tasks:

- Proper implementation of all aspects of the project cycle; ensures the effective planning, implementation, monitoring, procurement, and budgetary management of all project activities in line with donor requirements, PUI procedures, and humanitarian standards.
- Ensuring monitoring follow-up in close coordination with the MEAL team and Field Coordinator/Head of Bases;
- Timely production of high-quality internal and external reports for donors and stakeholders, and informing programmatic adaptations. Capitalization on lessons learned, technical knowledge, and experience;
- Representation and coordination with relevant stakeholders at Damascus level.

Context of the project

In 2025, PUI is implementing several projects funded by UNHCR, UNDP, SHF, SIDA, and other strategic donors to support vulnerable Syrian households in various governorates.

Under the leadership of the DCD Programs, the Project Manager will ensure the implementation of the "Building Resilience and Sustainable Livelihoods" project, which aims to:

Improve food security and livelihood opportunities through activities such as:

- Rehabilitation of public bakeries with climate-smart power solutions.
- Vocational training for youth, women, and persons with disabilities (PWDs);
- Support to micro, small, and medium enterprises (MSMEs) and home-based income-generating activities (IGAs);

- Promotion of climate-resilient agriculture;
- Implementation of community-led initiatives (CLIs) for job creation, social cohesion, and disaster risk reduction.
- Improve access to safe and reliable water supply through:
- Rehabilitation of water infrastructure systems with climate-smart power solutions;
- Strengthening the technical and institutional capacities of local service providers and inclusive water user committees.
- Ensure that vulnerable households meet urgent basic needs with dignity by:
- Providing Multi-Purpose Cash Assistance (MPCA) to IDPs and vulnerable households;
- Establishing safe spaces for women and girls and providing dignity kits;
- Delivering psychosocial support (PSS) and Psychological First Aid (PFA).
- The objectives of these interventions are to strengthen resilience, improve livelihood opportunities, ensure access to basic services, and enhance the dignity and well-being of crisis-affected populations across targeted governorates.

RESPONSIBILITIES AND TASKS

- **Programs:** S/he will ensure implementation and oversight of the project activities.
- **Representation:** Upon request from his/her supervisors, s/he will represent the organization to local partners, authorities and stakeholders in relation to the scope of the project.
- **Financial and achievement performance:** Ensure the full alignment of budgetary execution with programmatic achievements.
- **Strategy:** S/he will assist in developing new project strategy as needed.

Specific objectives and linked activities**1. Information collection and sharing**

- Identify needs for information collection according to PUI strategy ;
- Contribute to the definition and development of guidelines and methodologies for assessments in close collaboration with the Monitoring, Evaluation, Accountability and Learning (MEAL) department.
- Contribute to the realization and finalization of assessment reports according to developed formats and as required;
- Contribute to the training of assessment teams;
- Proactively coordinate and work with other actors in the field;
- Ensure proper communication with different levels of local authorities.

2. Implementation of activities

- Lead the overall planning, coordination, implementation and monitoring of project activities;
- Ensure timely execution of the project work plan and achievement of results;
- Ensure proper coordination and liaison with stakeholder at Damascus level.;
- Closely coordinate with the (MEAL) department for all of their activities linked to the project;
- Closely monitor the implementation of the activities and propose adjustments of the strategy if needed.

3. Human resources management of the operational team

- Finalize the recruitment when needed, and set up training(s) for the operational team;
- Regularly liaise and coordinate actions with the Field Coordinators/ Deputy, FSL Coordinator and WASH Coordinator.

4. Internal and external reporting

- Provide internal reporting on activities according to PUI internal tools;

- Prepare external reporting (with support from his/her supervisors).
5. **Financial and Logistics management**
 - Follow-up on the budget of the project (Financial Follow Up);
 - Follow up procurements related to the project.
 6. **Capitalization/institutional knowledge building**
 - Develop comprehensive supporting documents for activities implementation by the project team.
 - Organize training sessions;
 - Develop understanding of Syrian's situation (beneficiaries, needs, political context, strategy of intervention, etc...);
 - Support the definition of new program's strategy and proposal writing.
 7. **Ensure the representation of PU-AMI**
 - Represent PUI in the relevant working groups;
 - Represent PUI with actors at Damascus level in the areas of implementation of the project and liaise with local authorities when necessary in close cooperation with the Technical Leads and DCD Programs.
 8. **Contribute to the development of new proposals**
 - Participate in identifying needs related to FSL & WASH needs in coordination with the technical Lead and Field Coordinator/ HoB
 - Participate in the strategy development of the Mission.

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project's needs.

REQUIRED KNOWLEDGE AND SKILLS:

➤ **EDUCATION & TRAINING:**

- Higher education in agronomy / agro-economy / agri-food / economics / social science / zootechnics / veterinary Knowledge in project management, monitoring, evaluation, design and negotiation (**Desirable**)
- Sound understanding of WASH project management, including:
- Water supply and sanitation infrastructure planning and supervision.
- Hygiene promotion and community engagement principles.
- Environmental sustainability and climate resilience in WASH interventions.

➤ **PROFESSIONAL EXPERIENCES:**

- At least 3 years as a project manager in the humanitarian field (**Desirable**)
- Successful experience in managing multi-sectoral programmes
- Experience in food security and livelihoods programmes, income generating activities, MSME, Disaster Risk Reduction, agro, livestock, fish farming, processing and marketing, cash transfers, market analysis, value chain analysis (**Desirable**)

➤ **KNOWLEDGE AND SKILLS**

- Good interpersonal and writing skills
- Negotiation, diplomacy, and facilitation skills (team, meeting) as well as the ability to work independently
- Experience with humanitarian donors such as (BHA, ECHO and UN agencies...)
- Team management

➤ **Language skills:**

- Advanced level in English and Arabic (oral and written)

➤ **SOFTWARE:**

- Strong knowledge of MS Office
- Database management
- Strong computer skills essential and working knowledge of Mobile Data Collection systems (e.g., Kobo)

➤ **Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Ability to work on own initiative, ability to make suggestions and take responsibility in a proactive approach
- Flexible and adaptable to the needs of the team and organization
- Strong commitment to humanitarian principles
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Good organization skills with an ability to manage priorities and a varied workload
- Ability to guarantee effective and timely outputs
- Problem solving and leadership skills - proactive approach to making suggestions and identifying solutions
- Ability to work and behave in a professional and experienced way
- Proven management ability and inter-personal skills – team player
- Capacity to delegate and to supervise the work of a multidisciplinary team
- Strong commitment to support and develop the capacity of the teams through mentoring and second-layer leadership
- Professional attitude and the ability to build successful working relationships with contacts outside of projects
- Ability to provide/structure instructions clearly and concisely both orally and in writing
- A high sense of discretion and integrity when dealing with sensitive protection information
- Ability to integrate into the local environment, taking account of its political, economic, and historical characteristics

Dear Appicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

https://docs.google.com/forms/d/e/1FAIpQLScbGsbqQlUhTwAIB4TSdI_hePiIhif7mIAaFw4B8DiHoHKyNQ/viewform...

(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.