

DEADLINE : 17 FEBRUARY 2021

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

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 Livelihood Project Manager is responsible for the management and the proper implementation of the Livelihood projects in Syria including Vocational Training and SSBG project(s) falling under his/her responsibility.

RESPONSIBILITIES AND TASKS

- 1- **Ensure the implementation and the monitoring of the Livelihood project(s) falling under his/her responsibility:**
 - S/He implements (with strong involvement in designing) Livelihood activities -in close coordination with the Education & Livelihoods Coordinator and in collaboration with the Deputy Head of Mission for Programs (DHoM/P).
 - S/He organizes, schedules and coordinates the Livelihood activities and the team's work on a weekly basis.
 - S/He monitors closely the implementation of activities at field.
 - S/He supervises the work schedule of the Livelihood Team Staff and provides them with support and guidance when needed.
 - S/He ensures the timely and quality implementation of the project(s).
 - S/He monitors the results achievements and indicators as per indicated in the logical framework and adapts project when required.
 - S/He develops monitoring and evaluation tools – jointly with the Educaiton & Livelihoods Coordinator – related with her/his project(s) and updates PUI project monitoring tools (PMT) on monthly basis.
 - S/He shares about the work progress with the DHoM/P and the Education & Livelihoods Coordinator on a weekly basis or when needed.
 - S/He proposes adjustments of the strategy if needed.

- S/He ensures proper coordination and communication with the different stakeholders (local authorities, Ministries, other humanitarian actors...) in collaboration with Education & Livelihoods Coordinator.
 - S/He ensures that all project(s) documents are correctly filled and filed.
- 2- Contribute to the development of PUI activities in her/his sector of intervention:**
- S/He strongly participates in the needs assessments/analysis in collaboration with Livelihood department staff, the education & Livelihoods Coordinator and the DHoM/P and the Field Operations Manager to develop potential projects.
 - S/He constantly analyses the identified needs of the target populations with the Education & Livelihoods Coordinator and adapts project design and implementation.
 - S/He assists in building capacity of staff to collect quality data to inform project design
 - S/He constantly develops projects based on monitoring and evaluation exercises to better meet the needs of target populations
 - S/He develops concept notes and proposals writing in collaboration with the Education & Livelihoods Coordinator and DHoM/P based on the needs identified
- 3- Manage the operational team:**
- S/He frequently conducts skills/capacity assessments of staff and proposed capacity building and skills development opportunities to the Education & Livelihoods Coordinator, and DHOM/P.
 - S/He ensures all staff under his/her management uphold the Humanitarian Principles, IHL
 - S/He participates and can be designated to lead the recruitment of the operational team under her/his responsibility.
 - S/He ensures the administrative HR management of his/her team (daily attendance, leaves management) in collaboration with the HR department.
 - S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
 - S/He ensures a regular appraisal process for her/his team and supports her/his team in building their capacities (update of job descriptions/ terms of reference , training, definition and follow up of clear objectives).
 - S/He ensures a constant monitoring of her/his team (general and technical).
 - S/He implements and follows up safety and security rules for her/his team and transmits all safety and security information to his/her supervisor (in collaboration/relay with the Field Ops Manager for the concerned governorates).
 - S/He ensures a good communication, coordination and information level within the team through regular coordination meetings, formal reporting (or other if needed).
 - S/He ensures synergies with other PUI programmes departments.
- 4- Manage the logistical and financial aspects of the project:**
- In coordination with the Logistics Department, s/he prepares and follows up the procurement plan for her/his project(s).
 - S/He issues and follows up procurements for the project needs in coordination with the Logistics Department and the Admin/Finance Department (preparation of purchase requests, checking of invoices and of payments).
 - S/He is the budget holder, of the direct program costs of the Livelihood projects including Vocational training and SSBG project(s) falling under his/her responsibility. S/he launches the process of expenditures and authorizes the payment of the invoices for these costs.
 - S/He ensures that the operational follow up is up-to-date and crosschecks it with the budget follow up (committed expenses) on a monthly basis.
 - S/He participates in the monthly Financial Follow Up meeting in order to analyze the budget follow up and propose solutions if needed (reallocation, modification of activities, project

extension...) in coordination with the Admin/Finance Department and the Education and Livelihoods Coordinator.

- S/He prepares the cash forecast on a monthly basis in coordination with the Admin/Finance Department.

5- Represent PUI for the project(s):

- S/He participates in coordination meetings related to her/his field of work.
- S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities for the areas which s/he is responsible for.
- S/He prepares and organizes field visits with donors or local authorities when needed in coordination with the Education and Livelihoods Coordinator.

6- Ensure the internal and external reporting of the project:

- S/He participates to the internal reporting on activities according to PUI internal tools.
- S/He prepares external reporting according to the needs (reports to local authorities, donors) in coordination with the Education and Livelihoods Coordinator.

Qualification:

- **University degree in Economics, Agriculture, Education or any other related discipline.**
- **A minimum of five years of relevant experience, preferably in livelihood, small business, administration, vocational training within an NGO.**
- **Previous experience with INGO or UN agencies.**
- **Advanced knowledge in Humanitarian standards**
- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:** Advanced Project Cycle management skills;
Excellent communication and reporting skills.

REQUIRED SKILLS:

- Autonomy
- Ability to manage priorities
- Ability to analyze and suggest improvement
- Ability to work under pressure;
- Problem solving skills;
- Ability to facilitate/lead meetings/workshop
- Deep understanding of Humanitarian Principles, IHL, CHS
- Initiative, creativity and innovation.

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSfZB99u0SK0ixZ3z0wOprYSwUu972wqO-EmAVyx2TRRiYBsg/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 WILL APPLY BY 24th OF JANUARY 2021.