



JOB TITLE - SENIOR AREA MANAGER

DEADLINE : 11 APRIL 2020

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, 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

Under Deputy Head of Mission – Quality & Operational Development (DHOMQOD) supervision, the Area Senior Manager is in charge of:

1. Context Follow-up
2. Strategy Follow-up
3. Coordination and Management of the field-based Local Representative Officers (LRO)
4. Communication and PUI Syria promotion

RESPONSIBILITIES AND TASKS

1. Context Follow-Up

1.1. Security

- Gather the required information through HoBs / LROs, official and unofficial sources
- Analyze the information to
 - o Produce weekly briefings
 - o Monthly reports
 - o Launch immediate alerts in case of significant evolution or threat
- Update Mission Security package (in coordination with HOBs / LROs at base level – LSFP at coordination level).

1.2. Access

- Gather the required information through HoBs / LROs, official and unofficial sources regarding:
 - o Newly accessible areas
 - o Challenges faced to access areas of intervention

1.3. General information and humanitarian needs

- Gather the required information through HoBs / LROs, official and unofficial sources to:
 - o Analyze and formalize regarding Population needs in Syria
 - o Analyze and formalize local socio-political evolution and conflict sensitivity

2. Strategy Follow-up

- Based on the information gathered in Support the program section decision making to orientate new interventions Gather through HoBs / LROs, and institutional information sharing the “field donors” (mainly UN agencies) funding priorities.
Compile HoBs / LROs inputs to ensure their integration in mission planning.

3. Coordination and Management

3.1 Management of HoBs / LROs work .

- Constant follow-up on approval / facilitation requests at base level
- Support to the production of comprehensive assessments reports, minutes of meeting, incident reports.
- Formalization of management feedbacks through
 - o Regular field visits / base visits and meetings (every 2 weeks minimum)
 - o Regular staff appraisals

3.2. Coordination with Damascus Office

- Ensure the fluent information sharing between bases and Damascus office regarding 1. / 2. / 3.1. to guarantee
 - o Damascus timely support for approvals facilitation at central level, in coordination with Administration Department and Program section.
 - o The technical support and representation support from Damascus office towards the bases.
 - o In coordination with the technical coordinators, assume progressively or an ad-hoc basis the representation at Damascus / Rural Damascus level and follow-up on approvals / facilitation documents.

4. Communication and PUI promotion

- In coordination with HoBs / LROs and Damascus office resources
- Suggest and draft communication material (videos, articles, notes, interviews) to be shared with PUI HQ communication department after HoM approval.
- Produce compressive maps / infographic material facilitating PUI Syria work and external promotion
- Represent PUI in front of external Media if required (with HoM approval)

Qualifications & Experience

- A university degree in a relevant field
- Advanced level in English and Arabic (oral and written);
- At least 3 years of Experience in team/program management.
- Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)
- Advanced Project Cycle management skills

Specific Vacancy Requirements

- Autonomy;
- Ability to manage priorities;
- Ability to manage a team



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- Ability to write reports and articles
- Ability to be concise and produce maps.
- 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;
- Initiative, creativity and innovation.

How to apply :

Dear Applicante,

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

<https://docs.google.com/forms/d/e/1FAIpQLSd4x7g5bWJNkm82SJC0Lhsp4s3IYevomK8xVySyxFjFCOSKMw/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 26th OF MARCH 2020