

DEADLINE : 16 July 2021

TYPE OF CONTRACT/DURATION : EXPERTISES CONTRACT / 4 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: HAMA

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 & Daraa) 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 Field Assistant is responsible for providing administrative, assistance, financial and field monitoring for the livelihood project activities.

RESPONSIBILITIES AND TASKS

1- Assists in the preparation phase of the activities

- Conduct needs and capacity assessments when requested and provide the results using the (Needs Assessment Form, Market Assessment Survey Form, and any other assessment tools adopted by LH department);
- Assist in the organization of promotional campaigns for the LH activities;
- Assist in the registration and selection of beneficiaries and deliver the data using the (Beneficiaries'/ Applicants Data Table, Course Registration Request Form, and Initial Social Educational Assessment Form).
- Ensure the follow up for all the beneficiaries in all projects, especially related to cash projects i.e(received the SMS from the company related transfer the money or any other activity related to the project)

2- Provides administrative assistance and field monitoring during the implementation of Livelihood activities in the field

- Attend PUI LH activities in the field and ensure the smooth and proper functioning and implementation of activities;
- Monitor LH activities, track progress and inform PUI about accidents, incidents, problems, difficulties, or suggestion during implementation using the (VT Weekly Report Form, BMT Daily Follow up Report Form, and SSBP Monitoring Report Form);

- Collect the LH beneficiaries' personal information, follow up any change in the data and provide the updated (Beneficiaries' Data Table);
- Organize and arrange LH beneficiaries and prepare beneficiaries' lists using the (Beneficiaries' Data Table);
- Monitor LH beneficiaries' attendance when they are enrolled in LH courses, follow up and contact absent/ dropped out beneficiaries, identify reasons of absenteeism/ drop out, and prepare beneficiaries attendance sheets and drop out list using the (Monthly Attendance Table) and reflecting the summary in the (VT Weekly Report and BMT Daily Follow up Report);
- Follow up the implementation of project steps in all activities including cash projects such as; money transfer list of the beneficiaries
- Monitor and evaluate LH beneficiaries' progress in acquiring skills and improving their livelihood conditions and reflect the results in the (Cash, VT Weekly Report, and SSBP Monitoring Report);
- Ensure compliance of LH beneficiaries to course regulations when they are enrolled in LH courses, ensuring the support of administrative staff and trainers to course regulations, and report any related issues in the (VT Weekly Report);
- Monitor LH trainers and administrative staff attendance, prepare their attendance sheets and provide the (Trainers Attendance Sheet) on monthly basis;
- Evaluate trainers' during LH courses and inform PUI on the need for replacing any trainer using the (VT Weekly report Form/ Trainers Evaluation Form/ Course Evaluation by Trainee Form);
- Ensure compliance of BMT trainers to contractual conditions and report any related issues using the (BMT Daily Follow up Report Form);
- Cooperate with VT school staff and support them in organizing administrative issues related to the PUI's VT activities;
- Assist the Vocational Training Social Counselors (VTSCs) in following up the beneficiaries;
- Assist in organizing LH supporting activities and prepare the (list of needed materials) for those activities;
- Assist in organizing various surveys and evaluations, conduct them and deliver the collected data using the forms for (impact study survey – LMS survey);
- Perform data entry duties related to applications, evaluations, impact studies, questionnaires, and any other data entry issues;
- Contact stakeholders as requested;
- Complete pledges.

3- Assists the logistical aspect of LH activities

- Collect the technical and logistics requirements for LH activities and submit them to PUI through filling the (list of needed materials);
- Assist in the technical evaluation of the requested materials;
- Assist in organizing and following up the distribution of safety gears, training materials, Professional Tool Kits (PTKs) and productive assets, and prepare the receipt document (Material receipt list) ;
- Assist in the procurement of productive assets of SSBPs, and prepare the (SSBP Annex);
- Cooperate with VT heads of departments and support them in preparing and organizing technical and logistic issues related to the VT project.
- Follow up the beneficiaries problems related challenges in projects implementation or after the receiving the service in SSBP, PTKs or Cash projects (i;e if the BEN's change their locations or any update in the list of beneficiaries)

4- Represent PUI for the Livelihood Project in the field

- Attend meetings as requested.

5- Provide internal reporting of the activities

- Prepare and submit reports such as (Endline – case stories – impact study- or any required statement). according to PUI forms

REQUIRED SKILLS

Qualifications, technical experience/knowledge and skills:

- Bachelor's degree in relevant field.
- Minimum of 2 years of experience working for INGOs in the livelihood field.

Language skills

- Professional level in using Arabic, good level in using English

Computer Skills:

- Good level in using MS. Office (Word, Excel & Internet Explorer)

Other required skills:

- Ability to complete multiple tasks in a timely manner.
- Ability to work under pressure.
- Communication skills.
- Organizational skills.
- Problem solving skills.
- Initiative, creativity, and innovation.

Dear Applicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSf6F5Sx3hPDBa3egxdRD2y7mTjGZ2ZC4feqr6CctYxhUZMGXg/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 JUNE 2021.