

DEADLINE : 19 March 2026

TYPE OF CONTRACT/DURATION : EXPERTISE CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 3

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

BASED: DER ALZOUR

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

In the geographical area under their responsibility, the I&H Technical Officer will support the I&H Team Leader in supervising and implementing all I&H projects as required. They will directly coordinate with key field-level stakeholders to ensure the timely achievement of specified deliverables. The I&H Officer will spend a considerable amount of time in the field supervising I&H activities.

RESPONSIBILITIES AND TASKS

1- Supervises and monitors the implementation of all I&H activities (Shelter, WASH, etc..):

- Leads all assessment processes and oversees execution at assigned site locations in accordance with the Bill of Quantities (B.O.Q), specifications, drawings and all related documents, in coordination with the Team Leader.
- Monitors the engineering and technical tasks of the I&H project, including technical drawings, quality, quantity, and collecting and checking daily reports and photos.
- Conduct site visits to the assigned locations on a daily basis and/or as required.
- Follows up with contractors and monitors execution progress, immediately flagging challenges to the Team Leader.
- Prepares and submits daily and weekly reports on ongoing activities to the Team Leader.
- Ensures the good progress of daily and weekly field activities in coordination with the Team Leader.
- Coordinates with the Team Leader concerning project start dates, handover dates, and informs the Team Leader of any issues encountered at the field site.
- Responsible for receiving, validating, and approving or rejecting samples from contractors and suppliers, maintaining the sample log, and performing random checks on execution materials to ensure compliance with approved standards.
- Ensures timely communication with contractors after contract signing through daily follow-ups and official correspondence.
- Assesses any additional potential activities at new sites as informed by the Team Leader.

- Documents all activities with high-quality photos showing before, during, and completed work.

2- Operational Functions

- S Participates in and supports the Team Leader in the administrative HR processes including attendance records and time-off/leaves.
- Ensures full compliance with PUI internal rules, including disciplinary management when needed.
- Participates in regular appraisal processes in coordination with the Team Leader.
- Maintains effective communication, coordination, and information flow within the team through regular coordination meetings or other channels as needed, led by the Team Leader

3- Represent PUI to Stakeholders

- Attends coordination meetings related to the field of work as requested by the Team Leader.
- Ensures smooth coordination with official representatives, donors and stakeholders during site visits.
- Coordinate with local authorities such as ICD, directorates and Municipalities to ensure accurate information dessemination and visibility of PUI in coordination with the Access and Liaison Officer

4- Provides the internal reporting of the project:

- S/He provides internal reporting (daily-weekly-monthly) to the field responsible on activities according to PUI internal tools.
- Prepares internal reports as needed in coordination with the Team Leader.

The tasks and responsibilities defined in this Terms of Reference are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

REQUIERED SKILLS

- **Education:** Bachelor's degree in engineering
- **Professional Experiences:**
 - o Minimum 3 years of experience in sites supervision, Previous experience with INGO or UN agencies
- **Language skills:** good level in English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint) and AutoCAD , Photoshop
- **Technical skills:** good knowledge in building materials, technical specification, and local market.
- **Other required skills:**
 - o Proven ability to handle multiple tasks in a courteous and service-oriented manner, even under demanding conditions with tight deadlines.
 - o Knowledge of Health, Safety, and Environment (HSE) compliance standards.
 - o Ability to prepare well-organized reports, supported by technical photos from the site.
 - o Strong skills in managing priorities, time, and deadlines.
 - o Ability to work autonomously and take initiative.
 - o Analytical skills with the ability to suggest improvements.
 - o Excellent communication skills.
 - o Ability to manage stress and work effectively under pressure.

- Willingness to spend at least 60% of time at field sites.
- Readiness to start work immediately if selected.

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

https://docs.google.com/forms/d/e/1FAIpQLSfudIYJ_5Lu40RJaQyW3vUzWWqOBLc9oHyzDwKG2OKPXpe3cQ/viewform?usp=publish-editor

If the link above does 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.

We strongly encourage qualified female candidates to submit applications for the position.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities
not work by clicking on it, please copy and paste it in the browser address bar.