

**DEADLINE :** 20 NOVEMBER 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:** RURAL 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**

Protection & Education Field Assistant is responsible for providing administrative assistance and field monitoring in the schools and areas where Protection & Education department carries out its activities.

#### **RESPONSIBILITIES AND TASKS**

**1- Assists in the preparation phase of the activities:**

- Conduct needs and capacity assessments when requested;
- Assist in the organization of promotional campaigns for the E&P activities using the (Flyers Template), plan of activities during the session, and provide the (RC Schedule and list of required materials);
- Assist in the registration and selection of beneficiaries and submit the collected data using the (Student Data Table, Normal Shift School Information Table, and RC School Information Table).

**2- Provides administrative assistance and field monitoring during the implementation of E&P activities:**

- Attend PUI E&P activities in the field and ensure the smooth and proper functioning and implementation of activities;
- Monitor E&P activities, track progress and inform PUI about accidents, incidents, problems, difficulties, or suggestion during implementation using the (Weekly Report Form, Active Learning Follow up Report Form);
- Reports to E&P FO upon any misconduct or complaint from students using the (Weekly Report Form);

- Collect the E&P beneficiaries' information and provide an updated (Student Data Table), follow up any changes in the beneficiaries data and report it using the (Weekly Report Form);
- Monitor E&P beneficiaries' attendance when they are enrolled in E&P activities, identify reasons of absenteeism/ drop out, and prepare beneficiaries attendance sheets and drop out list using (Student Data Table, Teachers Data Table, Students Attendance Sheet Form, Teachers information Table);
- Monitor and evaluate beneficiaries' progress and reflect the results using the (Pre-Post Test table, Students Results Follow up Form, and RC & CC MoM Form);
- Monitor teachers and administrative staff attendance, and prepare their attendance sheets using the (Teachers Attendance Sheets Form);
- Evaluate teachers and inform PUI on the need for replacing any teacher using the (Weekly Report Form);
- Ensure compliance of PSS and education trainers to contractual conditions;
- Cooperate with school staff and support them in organizing administrative issues related to the PUI's E&P activities;
- Maintains good relations with the teachers and admin. staff at the schools;
- Assist the Social Counselors in following up the beneficiaries;
- Carries out recreational activities inside the schools and share the (Open Day Plan & Report);
- Assist in organizing E&P supporting activities;
- Assist in organizing various surveys and evaluations, conduct them, and deliver the collected data using the evaluation forms adopted by PUI including the (Evaluation of Clubs Form);
- Perform data entry duties related to applications, evaluations, impact studies, questionnaires, and any other data entry issues including the provision of inputs for the (Final report and Data Base);
- Contact stakeholders as requested.

**3- Assist in the logistical aspect of the activities:**

- Assist in organizing and following up the distribution of student kits, school supplies, and any other supplies to students and schools and share the (Distribution report) with PUI;
- Assist in the procurement of materials for CBCP, CBIs, and awareness sessions;
- Collect the technical requirements for E&P activities and submit them to PUI.

**4- Provide internal reporting of the activities:**

- Submits weekly reports concerning the activities he/she is in charge of, or any other requested report such as the (Weekly Report, CBI Report, Open Day Report, Awareness Session Report, Distribution Report, and Success Stories Template).

**REQUIRED SKILLS:****➤ Language skills:**

- Good Level of English and Arabic languages

**➤ Computer Skills:**

- Proficient user of MS Office (including Word, Excel, Outlook, PowerPoint),
- Photography & Photo Editing skills.

**➤ Educational level:**

- Institute / University degree

➤ **Technical skills:**

- Minimum 2 Years of experience in the field of Education and/or Protection preferably with NGOs
- Organizational skills
- Monitoring skills.
- Consolidation and reporting skills
- Representation skills

➤ **Other required skills:**

- Autonomy
- Understanding of Humanitarian Principles, IHL, CHS
- Ability to work under pressure
- Good communication skills
- Problem solving skills
- Initiative, creativity, and innovation
- Knowledge of PUI and understanding of PUI Syria strategy
- Completion of sphere standards course is an asset

Dear Appicante,

To apply for this Vacancy, please copy below link:

[https://docs.google.com/forms/d/e/1FAIpQLSfPaxnCpeh2si9WvNcDthoi\\_e-X\\_3qtg71\\_cBTeYVCMKPE5OQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfPaxnCpeh2si9WvNcDthoi_e-X_3qtg71_cBTeYVCMKPE5OQ/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 04<sup>TH</sup> NOVEMBER 2020.**