

# JOB TITLE

## EDUCATION AND PROTECTION SENIOR FIELD ASSISTANT BASED IN ALEPPO

**DEADLINE :** 27 OCTOBER 2020

**TYPE OF CONTRACT/DURATION :** EXPERTISE CONTRACT / 6 MONTHS

**NO OF REQUIRED EMPLOYEES :** 1

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

**BASED:** ALEPPO

### **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**

The Education & Protection Senior Field Assistant is responsible for supporting the Education & Protection Project Officer with planning, supervising and monitoring the proper implementation of the project's activities in the field and for the direct supervision of the field team.

### **RESPONSIBILITIES AND TASKS**

#### **1- Participate in the preparation phase of the Education & Protection activities:**

- Assist in the planning of needs assessments and supervise its implementation along with the data collection process;
- Organize and supervise the promotional campaigns for the Education and Protection activities;
- Supervise the registration and selection process of beneficiaries based on the predefined selection criteria and ensure the accuracy of the collected data;
- Participate in the development of work plans for the Education and protection activities in the field;
- Prepare various forms for E&P FAs as requested by the EP PO and EP PM.

#### **2- Supervise the Monitoring process for the implementation of Education and Protection activities in the field**

- Conduct administrative tasks related to the E&P activities including providing oral and written translation, and drafting correspondences, forms and PowerPoint presentations.
- Support the EP PO in all areas of projects implementation.
- Visit the projects locations on regular basis, attend parts of the activities and report the findings to the EP PO.

## **JOB TITLE**

# **EDUCATION AND PROTECTION SENIOR FIELD ASSISTANT BASED IN ALEPPO**

- Follow up the implementation of EP activities and collect feedbacks from EP FAs on progress, accidents, incidents, problems, difficulties, and suggestion during implementation and take the necessary actions; and report to the EP PO.
- Organize and attend EP activities and ensure the proper functioning of these activities. Collect information, data and prepare reports.
- Supervise organizing student and recreational activities.
- Act as PUI focal point for CLI activities with Partners.
- Support the project implementation by providing general support to E&PFAs.
- Collect and organize all data, information, and reports from E&PFAs summarize them and report them to the E&PPO
- Organize and conduct various surveys and evaluations.
- Maintain and updates E&P supporting activities files and back up important materials in electronic format.

### **3- Supervise the operational team: EP FAs**

- Provide support to EP FAs and maintain daily contact with them.
- Prepare the monthly/ weekly work schedule for EP FAs in collaboration with EP PO and EP TO and under the supervision of EP PM.
- Supervise the work of the EP FAs and ensure the quality of their work.
- Ensure proper attendance of EP FAs and the timely completion of assigned tasks..
- Collect and check of the attendance sheets for EP FAs at the end of each month and submit them to the EP PO.
- Make sure that EP FAs are following their ToRs and are able to fulfill required tasks timely and efficiently.
- Report timely any problem related to staff management to the EP PO.
- Provide appropriate and timely feedback regarding EP FAs performance objectives and assist them in objective setting.
- Participate in the recruitment of EP FAs when requested.
- Maintain good professional relations with the field and school staff, and solve raised issues in the field.
- Holds regular meetings with field and school staff to discuss the work process, core issues and new rising matters.

### **4- Assist in the logistical aspects of the Education & Protection activities**

- Confirm receiving the technical requirements for EP activities and follow up distributing them.
- Compile the technical requirements for the EP activities and assist in preparing the required PRs.
- Ensure the proper distribution of school supplies, student kits, office supplies, EP training workshops requirements, and other requirements of EP activities.
- Develop movement plans for the EP staff in her/his area of intervention and liaise with the accountability department to ensure securing the necessary means of transportation to and from the field to ensure smooth implementation of activities.

### **5- Represent PUI for the Education & Protection Projects in the field**

- Attend the Sub Sector technical meeting in the field as requested by Education and Protection Project Officer and share the related MoM.
- Attend technical meetings with donors and stockholders in the field as requested by Education and Protection Project Officer and share the related MoM.

### **6- Provide & Ensure the internal reporting of the activities**

## JOB TITLE

# EDUCATION AND PROTECTION SENIOR FIELD ASSISTANT BASED IN ALEPPO

- Collect reports from E&P FAs, compile the reports and share with the EP PO;
- Collect data and prepare reports and success stories, and share with E&P PO.
- Prepare minutes of meetings.
- Supervise the data collection for impact studies.
- Manage the data tools related to E&P activities in the field.

### **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.

➤ **Technical skills:**

- Minimum 2 Years of experience in the field of Education and/or Protection preferably with NGOs
- Management and 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 Applicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSdPYaBjupXG41K2Uy9P5ybeaY5Fo5tZrSMpkZaW-700oVmNA/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 12<sup>TH</sup> OF OCTOBER 2020**