

DEADLINE : 07 DECEMBER 2019

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)).

RESPONSIBILITIES AND TASKS

Protection & Education Project Assistant is responsible for providing both administrative assistance and field monitoring for activities in areas where Education & Protection Project carries out activities. In addition to assist in the design and planning of E&P activities.

- 1- Assists in the preparation phase of the activities.**
- 2- Provides administrative assistance and monitoring on E&P activities:**
 - Assist in the defining of required Documentation.
 - Assist in preparing the executional plan for E&P activities.
 - Ensure effective logistics before and during implementation of E&P activities.
 - Support the development of needs assessment surveys, tracking tools, feedback and monitoring forms.
 - Data entry required for E&P activities.
 - Assist in the procurement process of E&P activity.
 - Translate of reports between Arabic & English.
 - Conduct administrative tasks related to the E&P project activities as providing oral and written translation, and drafting correspondences, forms and PowerPoint presentations.
- 3- Assist in the logistical aspect of E&P activities:**
 - Assist in organizing and following up the purchasing, shipping, distribution of materials required for all E&P activities.
 - Prepare purchase request and list of supplies for E&P activities when needed.
 - Prepare & update E&P materials catalogues.
 - Prepare and Follow up all kind of logistical and financial documents.
- 4- Provide internal reporting of the activities:**
 - Submits reports concerning the activities, or any other requested report.

- Assist in the formatting & designing of Reports templates.

Qualification:

- University degree.
- A minimum of two years of relevant experience, preferably in education, or administration, or protection activities.
- Good level of spoken and written English and Arabic.
- Good knowledge of Ms. Office package.

Specific Vacancy Requirements:

- Communication skills
- Organizational skills
- Creativity and innovation
- Hard-working and Stress management
- Problem Solving
- Report writing skills

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSe2eX1UMnTvWz4AJidiZe9UywaCewQm1Tjt9S7FaV1HvtgvLw/viewform>

If the link below dose not work by clicking on it, please copy and paste it in the browser address bar.