

**DEADLINE :** 12 May 2026

**TYPE OF CONTRACT/DURATION :** Expertise CONTRACT

**NO OF REQUIRED EMPLOYEES :** 1

**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**

The Project Manager is responsible for leading and supervising the program team throughout the entire project cycle, including planning, implementation, monitoring, and evaluation. He ensures effective Project Cycle Management (PCM) in the area of operations (Der Alzour) monitoring the effective and quality implementation of the program at the base level and for monitoring PUI's contractual obligations and reporting. also responsible for representing PUI on programmatic issues to other humanitarian actors and to technical and administrative state authorities at the local level in coordination and under supervision of HoB.

The Project Manager is based in Der Alzour but is required to conduct regular field visits to the activity sites (at least one field visit per week). PUI covers transportation and accommodation (when needed).

### **RESPONSIBILITIES AND TASKS**

#### **Under the supervision and direction of the Head of Base is in charge at the base level of direct supervision of the project implementation , for all intervention sector, and for Monitoring – Evaluation**

- **Programs:** He/she ensures the qualitative implementation and monitoring of the project activities in compliance with the PUI policies, SoPs and intervention framework, and the agreement signed with the donor.
- **Human Resources:** He/she supervises the team (PUI staff and daily workers).
- **Reporting to donors:** He/She is responsible for collecting and organizing all data and information required for reporting purposes, in close coordination with the Grants unit and the MEAL department..
- **Logistics and administration:** He/She is responsible for ensuring close coordination with the Logistics department and for providing operational support required for the smooth implementation of the project. **Representation:** He/she represents PUI with partners, authorities and local actors involved in implementing the program.

- **Security:** He/she contributes to the respect of security rules on the base and transmits all security information to his/her line manager.
- **Strategy:** He/she contributes to the development of new interventions based on identified needs. Specific objectives and linked activities.

## **DUTIES AND RESPONSIBILITIES**

### **1- Ensure regular follow-up on operational activities and reporting requirements**

- He/she monitors the qualitative implementation of the project activities under his/her responsibility and ensures that the objectives defined in the project proposal(s) are met in compliance with the contract approved by the donor, the action plans and the budget.
- He/she coordinates the project team through the team leaders and ensures the proper implementation of the operational and qualitative aspects of the programs (objectives monitoring, respect of deadlines and budgetary deadlines, quality control, team synergy in accordance with the contractual documents and in compliance with PUI policies and procedures.
- He/she ensures that contractual obligations are respected and coordinates the writing of reports (intermediate and final reports) in coordination with Grant and MEAL.
- He/she supports all project team leaders under his/her direct responsibility in the achievement of the project objectives, ensures the quality of the work performed and meets reporting and implementation deadlines
- He/she provides regular updates of the PMT (project monitoring tool) of the projects by specifying their progress to the Head of Base.
- He/she alerts the Head of Base in cases where delays in program implementation have been identified and suggests adjustments (in terms of activities, area of activity, budget, schedule, etc.).
- He/she reports to the HoB on meetings, project activities and any other relevant information.
- He/she under supervision of HoB will ensure contact and coordinate with partners in the field regarding the operational and technical approaches developed, particularly with a view to optimizing the overall humanitarian response in the area of intervention
- He/she acknowledges the PUI Internal Rules of Procedure for the mission and ensures that they are known and respected within his/her team.
- He/she ensures that the team knows the security plan under his/her responsibility and that the security rules are respected.
- He /she ensures the active and reliable Sharing information with security focal point and of all members of his team in the guidelines and procedures related to security, safety, and Movements rules.
- He /she conducts a field visit to the activity sites at least once a week or as required.

### **2- Financial and Logistics management**

- Ensure systematic follow-up and monitoring of the project budget, including Financial Follow-Up (FFU)
- Ensure regular follow-up on all procurement processes related to the project
- He/she verifies that the teams respect the administrative and logistic procedures related to the projects
- In collaboration with the project team leaders, he/she analyzes the logistical and administrative needs of the projects identified by the logistician and the administrator
- He / She attends the monthly financial monitoring reviews

- He/she participates in the coordination and the good circulation of information between the support teams and the operational teams.
- He /she will be responsible for budget lines in his area for all project activities and will be responsible for managing expenditure and financial affairs in coordination with the finance department.
- He/she supports the project team leaders in supervising the logistical and administrative tasks of the projects with the support of the logistics and administration departments

**3- Assessments**

- Overseeing and leading humanitarian needs assessments and technical evaluations through program team leaders at the field level.
- Ensure the quality, accuracy, and relevance of information and assessment reports, in line with identified needs and required data

**4- MEAL**

- He/she coordinates with MEAL department and ensures the implementation of the activities of this department as well as the interactions with the programs and the design of relevant tools.
- He/she supports the Team leaders in the efficient collection of data (timeliness, completeness and quality) with the cooperation of the MEAL department.
- He/she collaborates with the HoB and MEAL Department to implement robust needs analysis and impact processes, including needs assessments, risk monitoring, review of relevant SMART outcome indicators and appropriate sources of verification, and impact evaluation reports.
- He/she ensures that the success stories are designed and developed by the project managers according to the appropriate methodology and transmitted in real time to the HoB
- He/she facilitates coordination between the MEAL and operations teams to ensure the implementation of accountability mechanisms towards beneficiaries
- He/she supports, in conjunction with the MEAL teams, the learning and formalization exercises of the lessons learned.

**5- Representation:**

- He/she participates in technical forums (working groups, Sub national sectors) at the local level in collaboration with the project team leaders. He/she assists the HoB in coordination with administrative authorities.

**6- Human Resources:**

- He/she is the direct supervisor of the project team leaders in this base and will ensure that appropriate support and capacity building is provided to program staff.
- He/She ensures that the project teams consistently apply PUI procedures, adhere to standard formats, and operate in full compliance with the organization's operational policies
- He/she provides close supervision/coordination and teamwork with the project leaders regarding the successful implementation of activities.
- He/she identifies project management gaps and needs and provides on-the-job support and training to project leaders in budget management, report writing, monitoring and evaluation systems, advocacy, etc.
- He/she participates in the recruitment of project staff.
- He/she regularly evaluates the project team leaders.
- He/she organizes project meetings as needed, takes reports, communicates with the teams and builds their capacity.

- He/she manages the teams for which he/she is responsible: time off validation, time sheet, validation of daily workers' requests.
- 7- Quality assurance and consistency of program activities:**
  - He/she will ensure the quality of implementation of all activities through team leaders and in coordination and cooperation with technical coordinators.
  - He/she ensures the proper planning and execution of activities by guaranteeing adherence to PUI approved procedures and obtaining technical validation from the technical coordinators.

He/she participates in the preparation of to be submitted to donors and Providing documents and evidence to auditors

**REQUIRED KNOWLEDGE AND SKILLS:**

- **EDUCATION & TRAINING:**
  - University degree in the relevant disciplines (Social Sciences, Project management, or equivalent combination of experiments)
  - Humanitarian Experience
  - Project management Experience
  - Proven experience in shelter, WASH and livelihoods projects (desirable)
- **PROFESSIONAL EXPERIENCES:**
  - Minimum 5 years with INGO in Humanitarian Project Management,
  - Project management/ monitoring tools
  - Excellent writing skills
  - Understanding of WASH, FSL, Shelter and experience in implementing related interventions in emergency contexts (**Desirable**)
  - Experience in monitoring/evaluation (**Desirable**)
- **KNOWLEDGE AND SKILLS**
  - Skills in communication
  - Knowledge of project management
  - Knowledge of institutional donor's procedures
  - Knowledge of UN Donors (**Desirable**)
  - Experience in communication with communities and implementation of accountability mechanisms (**Desirable**)
- **Language skills:**
  - Advanced level in English and Arabic (oral and written)
- **SOFTWARE:**
  - Strong knowledge of MS Office
  - Database management
  - Strong computer skills essential and working knowledge of Mobile Data Collection systems (e.g., Kobo)
- **Required Personal Characteristics** (fitting into the team, suitability for the job and assignment)

- Ability to work independently, take the initiative and take responsibility in a proactive approach
- Organization, rigor and deadlines respect
- The ability and commitment to conduct field visits to activity sites once a week
- Sense of diplomacy and negotiation
- Good resilience to stress and ability to prioritize
- Ability to integrate into the local environment, taking account of its characteristics

*The tasks and responsibilities defined in this job description 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.*

*Dear Appicante,*

*To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.*

<https://docs.google.com/forms/d/e/1FAIpQLSfTt4nZ8QAXwHciwcvni4btjHULk008njrcqDyZiqN3P9q/viewform?usp=publish-editor>

*(If the link above dose 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.**