

DEADLINE : 03 April 2026

TYPE OF CONTRACT/DURATION : EXPERTISE CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: LATTAKIA

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 his/her responsibility, the I&H Responsible will support Program Manager in planning, management and implementation and monitoring of all I&H projects in the areas of intervention.

RESPONSIBILITIES AND TASKS

In the geographical area under his/her responsibility:

1- Ensure the implementation and the monitoring of all I&H projects (shelter, WASH, school rehabilitation, public facilities..etc..) in his field of intervention:

- ➔ S/He manages the assessment and execution works in the assigned I&H different activities locations, in accordance with the Bill of Quantities (B.o.Q), needed tender documents, specifications & drawings, in fully coordination with the project manager.
- ➔ S/He manages the handing over process of executed projects with the related official entities and obtains the official signed reception documents.
- ➔ S/He assures the close follow-up on the ongoing implementation by all daily reports s/he receives from the I&H technical assistants and arranges for biweekly meetings with the responsible contractors in the site in addition to sending official letters /emails to the contractors when needed in fully coordination with the program manager.
- ➔ S/He monitors closely the implementation of activities at field level by collecting daily reports from the I&H technical assistants with paying site visits -three times/week at least- in coordination with the Program Manager.
- ➔ S/He supervises the work/tasks schedule of the I&H technical assistants, organizes the team's work on a weekly basis in coordination with the Program Manager.
- ➔ S/He provides the I&H technical assistants with technical support when needed.

- ➔ S/He ensures the timely implementation of the project in coordination with the Program Manager.
- ➔ S/He shares about the work progress by well-organized reports with the Program Manager on a weekly basis and when needed on a Daily basis.
- ➔ S/He ensures proper coordination and communication with the different stakeholders (local authorities, Municipalities, sub-sector offices ...) in fully coordination with the Senior Base Manager and the Program Manager.
- ➔ S/He ensures that all project documents are correctly filed and archived in addition to collecting and organizing the projects photos, to be submitted to the project manager when needed.
- ➔ S/He visits PUI office in regular basis and upon the request of the Program Manager to ensure the close coordination and follow up of the projects and discuss all the issues facing the ongoing activities.

2- Manage operational Staff

- ➔ S/He ensures the administrative HR management of his/her team) in coordination with the project manager & Senior Base Manager/Field Co.
- ➔ S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- ➔ S/He ensures a regular appraisal process for her/his team in coordination with the Program Manager S/he ensures a constant monitoring of her/his team (general and technical).
- ➔ S/He ensures a good communication, coordination and information level within the team through regular coordination meetings (or other if needed).

3- Represent PUI for the project:

- ➔ S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities/official entities for the areas which s/he is responsible for in coordination with the Senior Base Manager & the Program Manager.
- ➔ S/He prepares and organizes field visits with donors or official entities/ local authorities when needed in coordination with the Senior Base Manager & the Project Manager.
- ➔ Provide the Internal & External reporting of the projects to be submitted to the programs manager and to support in any required modification & inputs before validation of reports by I&H Senior Project Manager / I&H Coordinator.

4- Support in technical design of I&H activities and plans and all related reporting:

- ➔ S/He support the programs manager in providing initial proposed targets, locations and activities, work-plans, initial assessment reports in addition to technical design & B.o.Qs based on initial assessment conducted by I&H team and collected information collected from local partners and relevant stakeholders, with the support of the senior base manager.
- ➔ S/He support the programs manager in the technical inputs and modifications required in the functional relation with I&H Senior Project Manager / I&H Coordinator to review and validate the provided technical documents and plans related to submission of proposals.
- ➔ S/He support the programs manager in the preparation and elaboration of required reports to be reviewed and validated technically by I&H Senior Project Manager / I&H Coordinator.
- ➔ Support Program Manager and Coordination team in conducting the detail assessment of Infrastructure projects and revision of BoQ as and when needed;
- ➔ Any other task assigned by Program Manager/Senior Base Manager.

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:**
 - Minimum 5 years of experience in sites supervision and field team management, Previous experience with INGO or UN agencies
- **Language skills:** Advanced 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:** Advanced Project Cycle management skills. Good knowledge in building materials, technical specification, and local market.
- **Other required skills:**
 - Proven ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often has short deadlines.
 - Ability to prepare well-organized reports supported with technical photos from the site.
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 - Managing priorities, time and deadline.
 - Autonomy
 - Ability to analyze and suggest improvement
 - Communication skills.
 - Able to manage stress and pressure.
 - Readiness to start the work immediately in case 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/1FAIpQLSci_xA11Y5kDJI4kFbv3unB7mq6e2m1IshWkYi7pTUtXacogg/viewform?usp=dialog

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.



JOB TITLE : Infrastructure & Habitat RESPONSIBLE, Based in Lattakia

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
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