

DEADLINE : 8 March 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 3 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))

GENERAL OBJECTIVE

The Contract Management Officer ensures that all contractual engagements within PUI Syria—whether related to suppliers, service providers, contractors, or employees—are properly structured, compliant, and effectively managed throughout their lifecycle.

S/he plays a key role in strengthening contractual compliance, transparency, and risk mitigation, ensuring alignment with:

- PUI internal regulations and procedures
- Donor requirements and contractual obligations
- Applicable Syrian Labor Law and legal frameworks

The position contributes to minimizing legal, financial, and reputational risks while supporting operational teams in implementing contracts in a clear, fair, and accountable manner.

RESPONSIBILITIES AND TASKS

1- Compliance & Standardization

- Ensure all contracts (procurement, service, framework agreements, HR contracts) are:
 - Drafted using approved PUI templates
 - Aligned with donor regulations and project requirements
 - Reviewed for legal and compliance risks prior to signature
 - Support the standardization of contract formats and clauses across the mission
 - Verify that all contracts include:
 - Clear scope of work
 - Defined deliverables and timelines
 - Payment terms and conditions
 - Required compliance clauses (PSEAH, Code of Conduct, Anti-Fraud, etc.)

2- Supplier & Contractor Contract Management

- Support procurement teams in reviewing and validating:
 - Tender documents and contract award files
 - Supplier/service provider contracts prior to signature
 - Ensure supplier and contractor contracts:
 - Follow fair, transparent, and competitive procurement principles
 - Are properly documented and archived
 - Include clear performance and accountability mechanisms
 - Monitor contract implementation and flag:
 - Delays or non-compliance
 - Risks related to contract execution
 - Potential disputes or inconsistencies

3- Donor Compliance & Contractual Obligations

- Ensure that all donor-funded contracts:
 - Are aligned with specific donor requirements (ECHO, UNHCR, UNDP, EU, etc.)
 - Reflect applicable budget lines and approved procurement plans
 - Support teams in understanding and applying:
 - Donor-specific contractual clauses
 - Eligibility and compliance requirements
 - Identify and mitigate risks related to:
 - Non-compliant contractual commitments
 - Misalignment between contracts and donor expectations

4- Contract Monitoring & Risk Management

- Maintain a contract tracking system/database to monitor:
 - Contract validity periods
 - Deliverables and milestones
 - Payment schedules
 - Identify and assess contractual risks, including:
 - Legal risks
 - Financial exposure
 - Performance risks
 - Provide recommendations to improve contract management practices and reduce risks

5- HR & Employee Contract Compliance

- In coordination with HR, ensure staff contracts:
 - Comply with Syrian Labor Law
 - Align with PUI internal policies and regulations
 - Clearly define roles, responsibilities, and employment conditions
 - Review employment contracts for compliance
 - Support HR in managing contract amendments, renewals, and terminations

6- Reporting & Coordination

- Provide regular updates to the Compliance & Audit Specialist on:
 - Contract-related risks
 - Compliance gaps
 - Improvement actions

- Support the preparation of:
 - Monthly compliance reports
 - Contract risk analysis summaries

7- Archiving & Documentation

- Ensure proper archiving of all contracts in line with PUI procedures, including:
 - Procurement contracts
 - Framework agreements
 - HR contracts
- Maintain organized, complete, and audit-ready contract files

The tasks and responsibilities defined in this job description are not exhaustive and may evolve depending on mission needs. Field visits within Syria mission may be required. The employee may be requested to perform any other tasks deemed necessary by the line manager.

Qualification:

- **Language skills:** Fluent in Arabic and English
- **Education degree:** University degree in Finance, Business Administration, Law or a relevant field.
- **Work experience:** Minimum 3–5 years of experience in contract management, compliance, or legal support within NGOs/INGOs.
- **Skills:**
 - Strong understanding of contract lifecycle management
 - Knowledge of donor compliance requirements
 - Familiarity with Syrian Labor Law and legal frameworks
 - Experience in procurement and supplier contract management
 - Risk assessment and analytical skills
 - Strong attention to detail
- **Computer skills:**
 - Excellent in MS Office.
 - Experience with contract tracking tools/databases is an asset
- **Technical skills:**
 - Knowledge of humanitarian actors
 - Good management and pedagogical skills
 - Excellent communication and diplomacy skills

Dear Appicante,
To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLScK82F3Siq85-_XtAqEDFexPlrizy-fQewfm50f4OrnpZLk3Q/viewform?usp=publish-editor



JOB TITLE : Contract Management Officer, BASED IN DAMASCUS

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.

We strongly encourage qualified female candidates to submit applications for the position.