



Job Description

(SYR – Shelter Supervisor - National)

Objective:

The Shelter Program Supervisor will:

- Participate in the design of shelter activities.
- Supervise shelter activities, ensuring that Solidarités International technical recommendations and procedures are followed.
- Supports the Shelter Program Manager in the overall management of the activities implemented in the field and coordinate the program team under his/her supervision.
- S/He is ensuring a minimum technical standard to all activities implemented.
- S/He guarantees the quality of all activities and suggests necessary adjustments or developments to the Shelter Program Manager.

Application Deadline: 03-Aug-2026

Desired start date: 01-Sep-2026

End contract date: 31-Dec-2026 (Subject to renewal / extension)

Location: Hama- Syria

List of main tasks:

Setting up the activities /control and supervision

- Plan the weekly activities for his/her team and have them approved by the Project Manager.
- Plan human resources needs (daily workers, workers...)
- Plan tool and material needs
- Anticipate administrative issues
- Anticipate logistics issues (transport, communication means...)
- Supervise and monitor each stage of activity. Ensure that standards and instructions given by the Project Manager, as well as Solidarités procedures, are followed.
- Respect schedules and deadlines agreed upon with the Project Manager.
- Report back any problems and constraints encountered during the course of the activities and suggest operational solutions.
- Work in close collaboration with the Shelter Project Manager to prepare Bill of Quantities - technical scope of works and specification for Shelter projects.
- Supervise and monitor contractor work and/or repairs done by the beneficiaries themselves.
- Prepare and elaborate assessment methodology and reporting formats to ensure timely and high quality information gathering.
- Anticipate problems, report any constraints met during activities implementation, and propose appropriate solutions to the Project Manager.
- Propose activities adjustment to the Project Manager according to context and target population changing needs.
- Evaluate project results and impacts, supervise final project evaluation

Logistics and Administration

- When recruiting daily workers, follow procedures and directives outlined by his/her Project manager and the administrative service
- Train his/her team members to use and maintain the available tools correctly
- Track usage with monitoring tools provided
- Enforce safety procedures
- Ensure that safety procedures are followed by members of his/her team
- Monitor the quality and quantity of material delivered to working sites
- Ensure the receipt and storage of material and equipment necessary for his/her work to be carried out on site

Reporting / communication

- Take part in weekly program meetings and clusters on request

- Keep his/her monitoring tools and files archived in the Solidarités office, accessible to his/her Team Leader and/or project manager
- Draw up and submit a weekly task report (which should include progress made by the team) to his/her project manager
- Take part in the drafting of the monthly program pack
- Establish and maintain good relations with local participants and communities (populations) in the operational fields
- Listen to the populations and local participants in the field and report to his/her project manager any nontechnical or safety-related issues which could affect the activities or safety of Solidarités International teams.

Diplomas and Experience

- Bachelor's degree in civil engineering or a related field.
- Practical experience in engineering, including surveying, planning, and construction project execution.
- Extensive experience in data analysis, report writing, graph preparation, and statistical analysis.
- At least three years of experience working on humanitarian/relief projects in complex and volatile environments.
- Comprehensive knowledge of technical standards and guidelines related to shelter, water, sanitation, and hygiene (WASH).
- Understanding of the local market in terms of the availability and specifications of building materials.
- Computer skills, including Microsoft Office and AutoCAD.
- Experience working with internally displaced persons (IDP) communities is preferred.

Languages

- Fluent in English (spoken and written).



Application process

Interested candidates are invited to apply at the link below or scan the barcode:

[Recruitment Shelter Supervisor- Hama](#)

**Please note the vacancy may close before the deadline.
Thank you for your understanding.**