

DEADLINE : 27 August 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT 4 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

The Deputy Field Coordinator is responsible for monitoring the effective implementation of the program at the base level and for monitoring PUI's contractual obligations and reporting. He/she is also responsible for representing PUI on programmatic issues to other humanitarian actors and to technical and administrative state authorities at the local level

RESPONSIBILITIES AND TASKS

Under the supervision and direction of the Field Coordinator, the Deputy Filed Co of programs is in charge at the base level of direct supervision of the implementation programs, whatever the intervention sector, and for Monitoring - Evaluation

- ▶ **Strategic Development, follow-up of operations and reporting:** He/she coordinates the project teams through the program 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. He/she ensures that the programs developed are in line with PUI's mandate and strategy and will propose new interventions according to the evolution of the humanitarian situation in the region
- ▶ **MEAL:** He/she coordinates the 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.
- ▶ **Representation:** He/she participates in technical forums (working groups) at the local level in collaboration with the project leaders. He/she assists the Field Co in coordination meetings between NGOs or with political and administrative authorities;
- ▶ **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 senior program staff.
- ▶ **Logistics and Administration:** He/she supports the team leaders in supervising the logistical and administrative tasks of the projects with the support of the logistics and administration departments.

➤ **Specific objectives and associated activities**

1. MANAGE THE STRATEGIC DEVELOPMENT, OPERATIONAL AND QUALITATIVE MONITORING OF THE PROGRAM AND REPORTING DEPARTMENT

Operations follow-up

- ▶ He/she supports all 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 field coordinator;
- ▶ He/she ensures the creation and updating of adapted activity monitoring tools: SOPs, precise action plans, robust databases, etc.
- ▶ He/she alerts the Field Coordinator 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 ensures that the practices of the project teams respect the procedures and the PUI formats, as well as its operational policy.
- ▶ He/she ensures that the technical guidelines validated at the coordination level are properly implemented by the project teams;
- ▶ He/she provides close **supervision/coordination** and teamwork with the project leaders **regarding the successful implementation of activities**;
- ▶ He/she creates links between the project leaders involved in the different programs to **build an integrated approach**

Contract monitoring and reporting

- ▶ Reporting and monitoring of deadlines
- ▶ He/she participates in the preparation of intermediate and final reports to be submitted to donors;

Strategic development

- ▶ He/she identifies, assesses and analyzes needs with project leaders and field teams and makes suggestions and recommendations to the field coordinator and deputy head of mission to improve the quality of activities;
- ▶ He/she works closely with the field coordinator and technical coordinators to develop high-quality, needs-based and evidence-based funding proposals involving all external stakeholders (target communities, potential partners, government authorities, etc.);

2. HUMAN RESOURCES MANAGEMENT AT THE PROJECT LEVEL

- ▶ He/she is the direct line manager of the team leaders
- ▶ 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 management staff** and, upon request, participates in the recruitment of other staff members
- ▶ He/she **regularly evaluates the 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.
- ▶ He/she assures the interim of the Field Co in his/her absence

3. MONITORING, EVALUATION, ACCOUNTABILITY AND EVALUATION

- ▶ He/she helps the team leaders to develop appropriate reporting tools and to submit them regularly;
- ▶ 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 reports to the field coordinator on meetings, project activities and any other relevant information;
- ▶ He/she collaborates with the Field Coordinator and MEAL Team 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 team leaders according to the appropriate methodology and transmitted in real time to the mission coordination;
- ▶ 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.

4. FIELD LEVEL REPRESENTATION IN OPERATIONAL AND TECHNICAL FORUMS

- ▶ He/she represents PUI in coordination meetings or sub-clusters in support of the project leaders on programmatic issues;
- ▶ He/she ensures contact 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

5. LOGISTICS AND ADMINISTRATION

- ▶ He/she verifies that the teams respect the administrative and logistic procedures related to the projects
- ▶ In collaboration with the team leaders, he/she analyzes the logistical and administrative needs of the projects identified by the logistician and the administrator
- ▶ He/she supports the team leaders in the analysis of the budget follow-ups
- ▶ 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.

The duties listed above are not exhaustive. Other tasks may be requested by the line manager.

The tasks and responsibilities defined in this Job description are not exhaustive and can evolve depending on the organization needs. The staff could be requested to perform other tasks as his/her Line Manager may judge necessary.

➤ **MANDATORY REQUIREMENTS**

Knowledge and skills required		
	ESSENTIAL	APPRECIATE
TRAININGS	▶ Master's degree in a field related to project management, international development and/or social sciences	
PROFESSIONAL EXPERIENCE ▶ Humanitarian	▶ Minimum 2 years in project management and/or monitoring;	

▶ International ▶ Techniques	▶ Experience in team management ▶ At least 2 years experience as a humanitarian project manager	
KNOWLEDGE AND SKILLS	▶ Very good knowledge of the methodology and the project management cycle; ▶ Competence in studies / (diagnosis)	▶ Prior knowledge of the country/region is an asset ▶ Knowledge of humanitarian donors
LANGUAGES	▶ Excellent spoken and written English and Arabic languages	
SOFTWARE ▶ Office Pack ▶ Others	▶ IT skills, including the ability to use Microsoft Word and Excel,	▶ Good knowledge of database management, statistical software packages

Expected personal qualities (integration into the team, suitability for the position and the mission)

- ▶ Strong commitment to humanitarian principles and a willingness to respond to the needs of beneficiaries within available resources.
- ▶ Ability to delegate and supervise the work of a multidisciplinary team;
- ▶ Strong commitment to support/build capacity of project leaders, develop a second level of leadership;
- ▶ Strong Problem Resolution and Leadership Skills;
- ▶ Confirmed management and interpersonal skills - team builder;
- ▶ Ability to work independently and collaboratively within a diversified team and manage a varied workload;
- ▶ Ability to analyze and synthesize information and technical data;
- ▶ Ability to write and edit reports under deadline pressure;
- ▶ Ability to ensure effective and efficient results;
- ▶ Motivated, flexible and adaptable to the needs of the team and the organization;
- ▶ Ability to withstand stress;
- ▶ Sense of organization and rigor.



**PREMIERE
URGENCE
INTERNATIONALE**

JOB TITLE DEPUTY FIELD COORDINATOR FOR PROGRAMS, BASED IN Lattakia

Dear Appicante,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria- Application form.

<https://docs.google.com/forms/d/e/1FAIpQLSefpmJvFl9KmHwqyxLOygCpw0YvprjVx7fZSL3LwsWLSNWvkg/viewform?usp=publish-editor>

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

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.