

DEADLINE : 24 June 2026

TYPE OF CONTRACT/DURATION : Employmnet CONTRACT

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 Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator is responsible for guiding implementation or related activities within projects while providing the overall MEAL strategy and timely and relevant information to stakeholders.

RESPONSIBILITIES AND TASKS

Under the supervision of the Deputy Head of Mission Humanitarian Access & Quality. and in cooperation with technical coordinators and MEAL staff in the operational bases and at coordination level, the MEAL Coordinator will:

- **Strategy:** Lead the design and the roll-out of a sound and adapted-to-context MEAL strategy and operational guidance integrating cross-cutting issues (gender, protection, accountability, do-no-harm, community participation, disability, etc.)
- **Training and technical support:** Provides a methodological support to all program teams on technical questions linked to MEAL and cross-cutting issues such as design of MEAL plan, quantitative and qualitative data collection, measure of indicators ,complaint response mechanism, “do no harm” analysis, terms of references of internal and external evaluations etc.
- **Monitoring and evaluation:** Looks over the quality and relevance of internal monitoring and evaluation activities ,recommendations and analysis produced by his/her department (studies, maps...);
- **Accountability:** Makes sure his/her department is cross-cutting and well-integrated with all departments (functional links) as well as coherent with all coordinators and managers;
- **Human Resources Management:** Supports training of program teams within his/her fields of expertise;
- **Knowledge Building:** Contributes to institutional knowledge building and improvement of MEAL methods and techniques;

Note: The responsibility for some assessments, monitoring and evaluation of program activities will remain the primary responsibility of the program teams. MEAL Coordinator will however ensure the proper tools are developed and are made available to the field teams.

Specific objectives and linked activities :

1 .DEVELOP AND ROLL OUT THE MISSION MEAL STRATEGY

- ✦ Conduct a comprehensive diagnosis on current MEAL systems at mission level with methodological analysis;
- ✦ Design the MEAL strategy and framework for the mission including roles and responsibilities, team organization, protocols, tools and processes. Lead the process of a participatory definition of tailored MEAL strategy and guidelines for the mission;
- ✦ Lead the effective transition/deployment of the designed MEAL framework at mission level by proposing and developing sector based action plans in coordination with technical coordinators.
- ✦ In collaboration with technical coordinators, produce an overall analysis of PUI's programs' effects/outcomes through internal and external M&E as well as orientations, lessons learnt and recommendations
- ✦ Make sure collected data are used to take appropriated operational decisions and to address contractual engagements with donors.
- ✦ Ensure participation of communities, authorities and humanitarian actors are included in the MEAL strategy
- ✦ Ensures MEAL tools are adapted and properly use by programs. In link with DHoM ensures the transmission of relevant tools to HQ.
- ✦ Participate actively in programming work

2 .TRAINING AND TECHNICAL SUPPORT

- ✦ Deploy PUI's MEAL training package for all MEAL staff and other relevant staff in country
- ✦ Develop program teams' capacities in his/her field of expertise: data collection and analysis (method, format, software etc.) ,measure of indicators, complaint and feedback response mechanism, do-no harm analysis, etc.
- ✦ Develop tailor training modules along with DHoMP for specific issues.
- ✦ Provide program teams with a technical and methodological support for M&E activities, data management (questionnaire design ,sampling, data entry, extraction of useful data and interpretation) and integration of cross-cutting issues.
- ✦ Support program teams in creating or adapting tools for: indicators monitoring, impact monitoring (MEAL or M&E plan and survey tools) or risk analysis.
- ✦ identify technical training requirements and the resources available in the work area for his/her team

3 .MONITORING AND EVALUATION OF PUI PROGRAMS

- ✦ Propose and organize M&E missions in collaboration with technical coordinators, area/field coordinators and project managers:
 - Programmatic missions
 - Post-intervention/distribution Monitoring;
 - Internal Evaluation (interim or final);
 - Follow up mission with program teams to integrate cross-cutting issues (accountability, gender, do-no harm, etc);
 - Thematic studies;

- Operational audits;

These missions will be support and learning-oriented and will not only look at accountability to donors (responsibility of technical coordinators)

- ✦ Elaborate or contribute to the elaboration, review and harmonization of M&E tools, data management, especially the project Monitoring Tools (PMT).
- ✦ Validate relevance of reports, analysis, maps and recommendations produced by the MEAL department or PMs before their dissemination in coordination with HQ.
- ✦ Propose adjustments, new activities to improve the quality of the operations or approaches, in consultation with technical coordinators.
- ✦ Contribute to terms of references for external evaluations and studies.
- ✦ Coordinate data quality assessments for the mission .

4 .ACCOUNTABILITY

- ✦ Design and roll out of complaints and feedback response mechanisms by using and proposing tools and procedures from PUI's MEAL framework.
- ✦ Support the design, planning and implementation of participation activities to ensure the inclusion of stakeholders
- ✦ Ensure that the key principles of the mechanism are respected.
- ✦ Ensure that complaint response mechanisms are established and are accessible to all stakeholders.
- ✦ Ensure that complaints are registered and logged into a formal database in link with PUI's MEAL framework.
- ✦ Ensure that complaints and feedbacks are analysed and that internal monthly reports are done .
- ✦ Ensure that complaints are addressed and that an appropriate and timely response is given to the complainant.
- ✦ Coordinate the design of an information common speech and supervise the design of the relevant communication plan

5 .LESSONS LEARNT AND INSTITUTIONAL KNOWLEDGE BUILDING (IKB)

- ✦ Sensitize and support program teams on the mission in the process of learning and IKB.
- ✦ Ensure that learning activities are included in the project activities
- ✦ Build institutional knowledge on activities and missions' results (lessons learnt and recommendations) and make sure these are known by all relevant parties (program staff, technical and area/field coordinators).
- ✦ In link with PUI's MEAL framework and tools develop a recommendation tracking process (internal and external) and work together with technical coordinators on action plans.
- ✦ Participate into centralizing and disseminating procedures, guides and tools both at mission level and capitalized with HQ. Contribute to the preparation of kick off and learning meetings per project and ensure capitalization of its content .
- ✦ Produce a detailed handover report at the end of the employment contract, validated by the DHoMP and Desk Program Officer.
- ✦ Design and implement a yearly IKB plan

6 .COORDINATION AND OPERATIONAL MONITORING

- ✦ Ensure consolidation and validation of the department's activity work plan.
- ✦ Ensure achievement of the department's objectives.
- ✦ Actively participate in the mission's coordination meetings.
- ✦ Take part of the monthly review of programs (budget, operational, logistics...) and of budget follow up for his/her department.

7 .HR MANAGEMENT/CAPACITY DEVELOPMENT

- ✦ Together with the DHoMP, defines the MEAL set up and HR needs.
- ✦ Develop and roll out communication schemes, roles and responsibilities and procedures inside the MEAL department
- ✦ Make sure that new staffs from program and MEAL departments are briefed on MEAL's roles and responsibilities.
- ✦ Evaluate and assess the performance of collaborators under his/her direct supervision.
- ✦ Lead workshops, coordination meetings and/or technical exchange programs
- ✦ Supervise adherence to security regulations by personnel under his/her supervision.
- ✦ Supervise and support MEAL teams in implementing their action plan and achievement of their objectives.

8 .REPORTING / COMMUNICATION / REPRESENTATION

- ✦ Validate and disseminate final versions of MEAL reports, studies and analysis produced by the department.
- ✦ Support the DHoMP and HoM for fundraising, negotiation and review of project proposals in his/her field.
- ✦ Write project proposals and reports' paragraphs on crosscutting issues and MEAL.
- ✦ Convey information to the relevant person on any event having possible consequence on PUI's reputation, activities or the security of the teams.
- ✦ Ensure transparent communication with the relevant stakeholders.
- ✦ Ensure that all reports are delivered on time and in the correct format
- ✦ Represent PUI when asked and/or delegated to do so .
- ✦ Ensure that PUI is represented at all meetings or forums concerning his/her department
- ✦ In coordination with programs develop articles, case studies and success stories.

Qualifications & Experience

- **Education:** Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences
- **Professional Experiences :** At least 2 years previous NGO experience , previous working experience abroad, At least 2 years managing MEAL teams , Experience in emergency response , Experience in setting up a MEAL department,
- **Language skills:**
 - Excellent command in speaking, writing and editing documents in English
 - Excellent command in speaking, writing and editing documents in Arabic
- **Computer skills:**
 - Computer Skills: Advanced user of MS office (including Word, Excel, Outlook, Access DB and PowerPoint) is required – ODK- Kobo Power BI and SPSS knowledge is an asset.
- **Qualifications and Technical experience/knowledge and skills:**
 - Capacity for analyzing and synthetizing comprehensive information & technical data

- Excellent knowledge of Excel, data bases, kobo and other data software.
- Good knowledge in statistics and sampling methods.
- Demonstrated ability to transfer knowledge to diverse audiences through training and mentoring
- Good written communication skills
- Knowledge of project management
- Prior knowledge of the country/region
- Experience in donor requirements and expectations, particularly ECHO, UE, UN, and BHA (USAID).

Other required skills:

- Ability to work independently, take the initiative and take responsibility in a proactive approach
- Self-motivated, flexible and adaptable to the needs of the team and organization
- Strong commitment in humanitarian principles
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Organisation and ability to manage priorities and varied workload
- Ability to guarantee effective and timely outputs
- Problem solving and leadership skills
- Ability to work and manage professionally and maturely
- Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

How to apply :

Dear Appicante,

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

<https://docs.google.com/forms/d/e/1FAIpQLSfm6PbWApdMeng85R1BCKI-buNjzIB5Xl4AjAOVmZD6WkgsaQ/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

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

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