

TYPE OF CONTRACT/DURATION : Expertise CONTRACT

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Swedaa

Deadline: 10th October 2026

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 Admin & Logistics Assistant supports the implementation of administrative and logistics activities at base level.

He/She ensures proper documentation, filing, and day-to-day follow-up of operations in line with internal procedures.

RESPONSIBILITIES AND TASKS

1. Administrative Support

- Support reception and office management activities (calls, visitors, correspondence).
- Assist in drafting, translating, and filing administrative documents.
- Support the organization of meetings and events.
- Ensure proper filing and archiving of administrative documents.

2. Administrative Operations

- Follow up on travel requests, office supplies, and maintenance needs.
- Support coordination with service providers (cleaning, rentals, etc.).

3. Logistics Support

- Assist in procurement processes (collect quotations, follow-up on purchases).
- Support tracking of deliveries and suppliers.
- Assist in monitoring stock, assets, and equipment.

4. Documentation & Compliance

- Ensure all admin and logistics documents are properly filed and updated.
- Support preparation of documents required for audits.

JOB TITLE – Admin & Logistics Assistant BASED IN Swedaa

The tasks and responsibilities defined in this job description 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.

Qualification & REQUIRED SKILLS

- **Education :** University degree in Business Administration, Logistics, Finance, or related field.
- **Professional Experience:**
 - 1–2 years of experience in Administration, Logistics, or similar role.
 - Experience in NGO sector is an asset.
- **Language skills:** Good command of English (written and spoken).
- **Skills:**
 - Good knowledge of MS Office (Word, Excel, Outlook).
 - Strong organization and attention to detail.
 - Ability to work in a multitasking environment.
- **Technical skills:**
 - Basic knowledge of administrative and logistics procedures.
 - Ability to follow instructions and work within established processes.

- *Dear Applicate,*

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

https://docs.google.com/forms/d/e/1FAIpQLSeLr1Cj1gibbw8-5aX_ovLAqiUxIjGPkiFJ_-jUucuzNY2UkA/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.