

**DEADLINE :** 01 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, 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 MEAL Officer will be responsible for the overall coordination of MEAL activities and mandates that fall the geographical area of the posting. This includes designing and implementing monitoring, evaluation, accountability and learning plans for all projects within the specified locations as well as other geographic locations whenever requested – in coordiantion with the MEAL Manager. S/he will also be required to analyze the data gathered.

The position includes frequent travel to areas of implementation, field offices, and other areas as requested and directed.

### **RESPONSIBILITIES AND TASKS**

- Coordinate MEAL activities in the identified geographical area as well as other governorates as requested
- Provide regular updates on program progress against indicators for programmatic components in geographical area
- Coordinate monitoring visits, baseline assessments, end line assessments, Market Assessments, or any assessments as requested
- Act as the focal point for the Beneficiary Feedback Mechanism under geographical responsibility in coordination with MEAL Manager
- Provide regular updates on program progress, challenges, feedback, learning and other issues as requested to the MEAL Manager
- Supervise Data Quality Audits and share findings with the MEAL Manager
- Provide any programmatic or MEAL updates as requested by the MEAL Manager

- Support in the rollout of the information management system
- Supervise and build the capacity of all MEAL (and non-MEAL staff) in geographical area
- Design specific MEAL tools for data-collection, analysis, and dissemination
- Coordinate assessments
- Gather, consolidate and analyze data.
- Support in the establishment of the database for the geographical area and ensure timely and accurate data is sent to the data focal point
- Document lessons learnt and share with the MEAL Manager
- Implement the annual MEAL Assessment set out by the MEAL Manager
- Other duties as requested by the MEAL Manager

**Other Requirements :**

- Ability to work in structured manner and independently with limited oversight.
- Knowledge and experience regarding HAP.
- Ability to remotely manage individuals
- Excellent data analysis and report-writing skills
- Demonstrable experience of developing monitoring and evaluation tools.
- Experience providing training and support to project staff.
- Excellent negotiation and communication skills, including a supportive working style.
- Understanding of various donor requirements such OFDA, ECHO, UN, e.t.c.

**Qualifications & Experience**

- Bachelor's degree in relevant field.
- Minimum of 2 years of experience working for INGOs in the field of monitoring and evaluation.
- Native Arabic with good professional English, both written and spoken.
- Clear understanding of Core Humanitarian Standards (CHS);
- Understanding of various donor requirements such OFDA, ECHO, UN, e.t.c.
- Willingness to travel very frequently to field sites and percent of the time.
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- Experience working in monitoring and evaluation of Shelter, Education, Livelihoods WASH sectors in an emergency and post emergency context
- Experience in participatory assessment and community-based monitoring approaches;
- Demonstrable experience of developing monitoring and evaluation tools.
- Experience with capacity building of staff in the area of MEAL, and in convening and facilitating trainings and workshops
- Experience providing training and support to project staff.
- Excellent analytical and report writing skills (English & Arabic required)
- Ability to work in structured manner and independently with limited oversight.
- Ability to remotely manage individuals
- Excellent data analysis and report-writing skills
- Excellent negotiation and communication skills, including a supportive working style.
- Knowledge and experience regarding HAP.

**How to apply :**

Dear Appicante,

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

[https://docs.google.com/forms/d/e/1FAIpQLSfl\\_nShi3yAUoQ\\_GWXCafAUzzXRFtdXK4SX\\_yaDhi9BK\\_Sl2Q/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSfl_nShi3yAUoQ_GWXCafAUzzXRFtdXK4SX_yaDhi9BK_Sl2Q/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