

DEADLINE : 25 June 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Der Alzour

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))

ABOUT PUI IN SYRIA

Under the supervision of the Field Coordinator and the technical guidance of the Finance Manager, the Finance & Admin Officer ensures sound financial management, treasury control, administrative coordination, and HR administrative support at base level, in compliance with Première Urgence Internationale (PUI) procedures and donor regulations.

The position contributes to operational efficiency by ensuring accurate accounting, budget monitoring, proper internal control, and reliable financial reporting.

Overall Objective

Under the direct supervision of the Health and Nutrition Project Manager and the overall supervision of the Field Coordinator, the PHCC Supervisor is responsible for ensuring the effective implementation, supervision, quality assurance, and monitoring of health activities within PUI-supported Primary Health Care Centers (PHCCs) in Deir-ez-Zor.

The PHCC Supervisor ensures compliance with PUI, donor, and Ministry of Health standards and contributes to the continuous improvement of service quality, patient safety, referral systems, and facility performance.

The PHCC Supervisor is responsible for:

- Supervision and follow-up of PHCC activities
- Quality assurance and service delivery monitoring
- Team management and capacity building
- Monitoring, reporting and data quality
- Referral and patient flow management
- Coordination and representation with health stakeholders

Tasks and responsibilities

1. Follow-up of PHCC Activities

- Ensure all PHCC services are implemented according to PUI technical guidelines, national protocols, and donor requirements.
- Monitor daily implementation of primary health care and referral activities.
- Ensure continuity and accessibility of health services for host communities, IDPs, and returnees.
- Follow up on availability and utilization of medical supplies, consumables, and essential medicines.
- Monitor compliance with infection prevention and control (IPC) standards.
- Support implementation of quality improvement initiatives and corrective action plans.
- Ensure proper patient flow and organization of services within supported PHCCs.
- Identify operational challenges and propose corrective actions to the Health and Nutrition Program Manager.
- Contribute to assessments, surveys, and identification of health needs within targeted communities.

2. Supervision and Quality Assurance

- Conduct regular supervisory visits to supported PHCCs using approved PUI supervision tools and checklist
- Monitor quality of consultations and adherence to international and MOH clinical protocols.
- Review medical records and patient files to ensure completeness and compliance.
- Monitor implementation of standard operating procedures (SOPs) and clinical guidelines.
- Support implementation of accreditation and quality improvement initiatives where applicable.
- Follow up on implementation of recommendations resulting from supervision visits and audits.
- Ensure proper management of referrals and follow-up mechanisms.
- Monitor patient satisfaction and service utilization trends.

3. Team Management and Capacity Building

- Directly supervise PHCC staff assigned under the project.
- Develop workplans and priorities for facility teams.
- Conduct regular performance follow-up and provide technical feedback.
- Identify training needs among PHCC staff.
- Organize and facilitate on-the-job coaching sessions.
- Support orientation of newly recruited staff.
- Strengthen staff capacities on: PHC service delivery, IPC, Referral pathways, Maternal and child health, Nutrition services, Health information systems, Reporting requirements

- Promote teamwork and effective communication among facility staff.
- 4. Monitoring, Reporting and Information Management**
- Ensure timely collection and validation of facility-level data.
 - Monitor key project indicators and service utilization trends.
 - Verify completeness and quality of registers and reporting tools.
 - Prepare weekly and monthly activity reports.
 - Analyze health indicators and identify gaps requiring intervention.
 - Support implementation of health information systems and reporting mechanisms.
 - Ensure confidentiality and proper management of patient information.
 - Report incidents, challenges, and achievements to the Health and Nutrition Program Manager.
 - Oversee surveillance system implementation and reporting
- 5. Referral and Secondary Health Care Follow-up**
- Ensure functional referral pathways between PHCCs and referral hospitals.
 - Follow up on emergency and routine referrals.
 - Monitor referral completion and patient outcomes.
 - Coordinate with referral facilities to ensure continuity of care.
 - Monitor barriers affecting access to secondary health services.
 - Support documentation and reporting of referral activities.
 - Participate in mapping and assessment of referral facilities when required.
- 6. Coordination and Representation**
- Coordinate regularly with Health Directorates, facility management, and local health authorities.
 - Participate in coordination meetings, technical working groups, and health sector activities as delegated.
 - Maintain effective working relationships with health partners and stakeholders.
 - Represent PUI during field-level meetings upon delegation.
 - Facilitate communication between PHCC teams, PUI technical departments, and external stakeholders.
 - Support development of partnerships and referral links within the health system.
- 7. Other Duties**
- Comply with PUI policies, procedures, and code of conduct.
 - Ensure adherence to security procedures and report incidents immediately.
 - Perform any other duties requested by the line manager relevant to the position.

Required Profile

	REQUIRED	DESIRABLE
TRAINING AND ACADEMIC QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in public health, Nursing, Medicine, Midwifery, Pharmacy or related health field • Training in Primary Health Care (PHC) service delivery • Training in Infection Prevention and Control (IPC) and Quality of Care 	<ul style="list-style-type: none"> • Master's degree in public health or health management • Training in Health Facility Management and Supervision • Training in humanitarian health standards (Sphere, CHS, etc.)
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> • Minimum 2 years of experience in health program implementation or supervision • Minimum 1 year of experience supervising health facilities, PHCCs or healthcare teams • Experience working with NGOs, INGOs, UN agencies, or health authorities 	<ul style="list-style-type: none"> • Previous experience in Syria humanitarian response • Experience supporting PHC facilities under donor-funded projects (ECHO, SHF, BHA, etc.) • Experience in quality assurance, accreditation, or health systems strengthening
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Strong knowledge of Primary Health Care services and referral systems • Experience in monitoring health activities, indicators, and reporting systems • Strong supervisory, coaching, and team management skills 	<ul style="list-style-type: none"> • Knowledge of nutrition, maternal and child health, and vaccination programs • Knowledge of quality improvement and healthcare accreditation approaches • Experience in health assessments and health facility capacity assessments
LANGUAGES	<ul style="list-style-type: none"> • Arabic (Fluent) • English (Good written and spoken skills) 	<ul style="list-style-type: none"> • Kurdish • French
SOFTWARE	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft Outlook and Email Management 	<ul style="list-style-type: none"> • Kobo Toolbox / ODK • Power BI or data visualization tools

Required Personal Characteristics

- Ability to work independently, take initiative, and assume responsibility proactively.
- Strong leadership and team management skills.
- Strong supervisory and coaching capacities.
- Excellent organizational and planning skills.
- Ability to prioritize multiple tasks under tight deadlines.
- Strong analytical and problem-solving skills.
- Strong interpersonal and communication skills.
- Ability to work effectively with health authorities, PHCC staff, and external stakeholders.

- Strong commitment to humanitarian principles and medical ethics.
- Resilience and ability to work under pressure in complex humanitarian settings.
- Flexibility and adaptability to changing operational contexts.
- Attention to detail and commitment to quality.
- Ability to maintain confidentiality and professional integrity.
- Ability to work in multicultural environments and build positive working relationships.
- Commitment to accountability, patient-centered care, and continuous improvement.

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

<https://forms.gle/cmMSjD6H4iAHtVNS7>

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.

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