

DEADLINE : 1 May 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 3 MONTHS / Renewable based on valuation and funding availability

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 Water, Sanitation and Hygiene (WASH) Technical Advisor is responsible for the development and implementation of the mission's operational WASH strategy, as well as ensuring the quality of current and future WASH programmes throughout the design, implementation, monitoring, and evaluation phases

S/he builds the capacity of the mission's WASH department and provides technical support to project teams

S/he also represents the organization to authorities, humanitarian actors, and donors within the WASH

RESPONSIBILITIES AND TASKS

1- Context Analysis, Strategy & Programme Development

- Participate in the development of the WASH operational strategy
- Contribute to the design of new WASH interventions based on identified needs
- Monitor WASH activities and analyze strengths and weaknesses
- Ensure alignment with internal frameworks, national policies, and humanitarian standards
- Integrate market-based programming and Cash Transfer Programming (CTP) approaches

2- Programme Quality & Technical Support

- Provide technical support to WASH teams and Programme Managers
- Ensure quality, relevance, and effectiveness of WASH programmes
- Support development and adaptation of SOPs, tools, and technical guidelines

- Conduct regular field visits to monitor implementation
- Collaborate with MEAL teams to strengthen monitoring and evaluation systems
- Identify gaps, delays, and propose corrective actions

3- Coordination & Representation

- Represent the organization with donors, partners, and national authorities
- Participate in WASH Cluster and sector coordination meetings
- Ensure effective information sharing within the sector
- Contribute to internal and external reporting (SitRep, donor reports)

4- Human Resources & Capacity Building

- Provide technical support to WASH teams
- Support recruitment of technical WASH staff
- Identify team strengths, gaps, and development needs
- Contribute to performance appraisals and capacity-building plans
- Facilitate and support technical training initiatives

5- Logistics & Administration

- Ensure compliance with logistics and administrative procedures
- Coordinate with support departments for programme needs
- Contribute to procurement processes and technical validation
- Support budget planning, monitoring, and forecasting
- Support compliance with administrative and financial procedures

6- Security

- Ensure compliance with security rules and procedures
- Report security-related information to line management
- Contribute to maintaining a safe working environment

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES

1- Strategy & Needs Assessment

- Monitor national WASH policies, protocols, and sector developments
- Provide regular updates to coordination and project teams
- Identify emerging needs and recommend assessments
- Participate in multisectoral needs assessments and data analysis
- Develop/adapt data collection tools when required
- Contribute to mission strategy development with HQ
- Support proposal development including budgets and indicators
- Ensure gender and protection mainstreaming

2- Programme Monitoring & Improvement

- Supervise technical implementation of WASH programmes
- Provide solutions to technical challenges
- Adapt tools, guidelines, and methodologies as needed
- Promote cross-sector coordination
- Strengthen monitoring systems with MEAL teams
- Validate monitoring outputs and reports
- Recommend programme adjustments when needed
- Support evaluations and knowledge management initiatives
- Ensure “Do No Harm” principles are respected

3- Representation & Reporting

- Maintain relationships with stakeholders and partners
- Participate in coordination forums and working groups
- Support donor visits and engagements
- Ensure timely and quality reporting
- Facilitate information flow across departments

4- Team Management

- Provide technical supervision to WASH teams
- Support organizational structure development
- Contribute to job descriptions and recruitment processes
- Ensure performance appraisals are conducted
- Identify training needs and support capacity building
- Review development plans for team members

5- Logistics & Financial Monitoring

- Ensure availability of resources and materials
- Validate procurement processes and supplier selection
- Contribute to cash flow forecasting
- Monitor budgets and identify discrepancies

6- Security Management

- Ensure team compliance with security plans
- Report incidents and contribute to risk mitigation

Required Personal Characteristics (fitting into the team, suitability for the job and assignment) :

- Ability to work on own initiative / self-motivated, ability to make suggestions and take responsibility in a proactive approach
- Flexible and adaptable to the needs of the team and organization

- Strong commitment to humanitarian principles
- Resilience to stress
- Diplomacy and open-mindedness
- Good analytical skills
- Good organization skills with an ability to manage priorities and a varied workload
- Ability to guarantee effective and timely outputs
- Problem solving and leadership skills - proactive approach to making suggestions and identifying solutions
- Ability to work and behave in a professional and experienced way
- Proven management ability and inter-personal skills – team player
- Capacity to delegate and to supervise the work of a multidisciplinary team
- Strong commitment to support and develop the capacity of the teams through mentoring and second-layer leadership
- Professional attitude and the ability to build successful working relationships with contacts outside of the projects
- Ability to provide/structure instructions clearly and concisely both orally and in writing
- A high sense of discretion and integrity when dealing with sensitive protection information
- Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

REQUIRED KNOWLEDGE AND SKILLS:

- **EDUCATION & TRAINING:**
 - Advanced to Fluent Level of English language (Reading, Writing, listening, Speaking). Arabic is an asset
- **PROFESSIONAL EXPERIENCES:**
 - Minimum 3 years of experience in humanitarian project management
 - Experience in WASH programme management
 - Experience in needs assessments
 - Experience in market-based programming and CVA (desirable)
- **Technical SKILLS**
 - Strong project management knowledge
 - Good writing and reporting skills
 - Team management experience

- Knowledge of donor requirements (BHA, ECHO, UN agencies)
- Proficiency in MS Office

➤ **Language skills:**

Advanced to Fluent Level of English language (Reading, Writing, listening, Speaking). Arabic is an asset

Dear Appicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

<https://docs.google.com/forms/d/e/1FAIpQLSdcfAQzYZWTqT9I0nd0OKB1KAcWLUio81IBPzFCwwhk21mjNw/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.