

DEADLINE: 24 May 2025

TYPE OF CONTRACT/DURATION: EMPLOYMENT CONTRACT/ 3 MONTHS

RENEWABLE

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 Protection Officer will provide strategic and technical guidance to ensure the effective mainstreaming of protection principles across all PUI projects. This role will support project design, implementation, and quality assurance by offering protection expertise and ensuring alignment with international standards, best practices, and donor expectations. The position also plays a key role in representing PUI in relevant external coordination fora and working groups.

RESPONSIBILITIES AND TASKS

1- Technical Support and Protection Mainstreaming

- Provide technical inputs and guidance during the design phase of all projects to ensure the integration of protection principles (safety, dignity, access, and accountability).
- Review project proposals, log frames, and activity plans to embed protection-sensitive approaches.

- Support program teams in adapting tools, methodologies, and implementation strategies to reflect protection risks and mitigation measures.
- Conduct regular field visits to assess the integration of protection in activities and provide feedback and recommendations.

2. Capacity Building and guidance

- Develop and deliver tailored training sessions for project and support teams on protection principles, protection mainstreaming, and related topics (e.g., GBV, PSEA, child protection).
- Create technical tools, guidance documents, and SOPs to support consistent protection mainstreaming across all sectors.
- Act as a resource person for teams seeking technical advice on protection-related issues.

3. Coordination and Representation

- Represent PUI in external protection-related coordination meetings, including clusters, working groups, and with key stakeholders (UN agencies, INGOs, local actors).
- Build and maintain collaborative relationships with protection actors to ensure coordinated and complementary approaches.
- Ensure that lessons learned, and emerging protection concerns are communicated to internal and external stakeholders as appropriate.

4. Protection Risk Analysis and Strategy Support

- Support protection risk assessments and context analysis in coordination with MEAL and program teams.
- Contribute to the development of protection strategies and action plans to address key protection concerns in the operational context.
- Provide inputs for advocacy and communication materials from a protection perspective.

5. Monitoring, Evaluation, and Learning

- Work with MEAL teams to develop protection-sensitive indicators and integrate protection into M&E tools.
- Participate in project review meetings and contribute to learning exercises to improve protection outcomes.
- Support the documentation of good practices and lessons learned in protection mainstreaming.

6. Compliance and Standards

- Ensure that all technical advice and recommendations are in line with global protection standards, national legal frameworks, and donor policies.
- Promote adherence to PUI's policies on PSEA, Child Protection, Code of Conduct, and data protection

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.

REQUIERED SKILLS:

- **Education:** A bachelor's degree in international relations, Law, Human Rights, Social Work, Humanitarian Affairs, or related fields.
- **Professional Experiences:**
 - At least 3 years of experience in humanitarian programming, with a strong focus on protection mainstreaming or technical protection roles.
 - Demonstrated experience in providing technical support and conducting protection risk analyses.
 - Proven understanding of global protection standards and international legal frameworks.
 - Experience engaging with humanitarian coordination structures and external actors.
- **Technical Skills**
 - Strong knowledge of protection mainstreaming approaches and tools.
 - Familiarity with cross-cutting themes such as GBV, PSEA, MHPSS, child protection.
 - Capacity to deliver training and build capacity of diverse teams.
 - Excellent communication, analytical, and facilitation skills.
 - Ability to translate complex protection concepts into practical guidance for non-specialists.
- **Languages**
 - Fluency in English and Arabic (written and spoken) required.
- **Software**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams, Outlook).

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

<https://docs.google.com/forms/d/e/1FAIpQLScc3yG2oacSPv2ibouXbQScdpierISOd5OTkxm53d9bhMG3iw/viewform?usp=dialog>

If the link above does 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