Job Description

(SYR – Shelter Supervisor - National)

Objective:

The Shelter Program Supervisor will:

- Participate in the design of shelter activities.
- Supervise shelter activities, ensuring that Solidarités International technical recommendations and procedures are followed.
- Supports the Shelter Program Manager in the overall management of the activities implemented in the field and coordinate the program team under his/her supervision.
- S/He is ensuring a minimum technical standard to all activities implemented.
- S/He guarantees the quality of all activities and suggests necessary adjustments or developments to the Shelter Program Manager.

Application Deadline: 14-Nov-2026

Desired start date: 01-Dec-2026

End contract date: 31-Dec-2026 (Subject to renewal / extension)

Location: Hama- Syria

List of main tasks:

Setting up the activities /control and supervision

- Plan the weekly activities for his/her team and have them approved by the Project Manager.
- Plan human resources needs (daily workers, workers…)
- Plan tool and material needs
- Anticipate administrative issues
- Anticipate logistics issues (transport, communication means…)
- Supervise and monitor each stage of activity. Ensure that standards and instructions given by the Project Manager, as well as Solidarités procedures, are followed.
- Respect schedules and deadlines agreed upon with the Project Manager.
- Report back any problems and constraints encountered during the course of the activities and suggest operational solutions.
- Work in close collaboration with the Shelter Project Manager to prepare Bill of Quantities - technical scope of works and specification for Shelter projects.
- Supervise and monitor contractor work and/or repairs done by the beneficiaries themselves.
- Prepare and elaborate assessment methodology and reporting formats to ensure timely and high quality information gathering.
- Anticipate problems, report any constraints met during activities implementation, and propose appropriate solutions to the Project Manager.
- Propose activities adjustment to the Project Manager according to context and target population changing needs.
- Evaluate project results and impacts, supervise final project evaluation

Logistics and Administration

- When recruiting daily workers, follow procedures and directives outlined by his/her Project manager and the administrative service
- Train his/her team members to use and maintain the available tools correctly
- Track usage with monitoring tools provided
- Enforce safety procedures
- Ensure that safety procedures are followed by members of his/her team
- Monitor the quality and quantity of material delivered to working sites
- Ensure the receipt and storage of material and equipment necessary for his/her work to be carried out on site

Reporting / communication

- Take part in weekly program meetings and clusters on request

- Keep his/her monitoring tools and files archived in the Solidarités office, accessible to his/her Team Leader and/or project manager
- Draw up and submit a weekly task report (which should include progress made by the team) to his/her project manager
- Take part in the drafting of the monthly program pack
- Establish and maintain good relations with local participants and communities (populations) in the operational fields
- Listen to the populations and local participants in the field and report to his/her project manager any nontechnical or safety-related issues which could affect the activities or safety of Solidarités International teams.

Priorities on the 2-3 months

- Develop a comprehensive understanding of the shelter sector procedures and programs at Solidarités International, including donor requirements and quality control mechanisms for implementing shelter activities.
- Ensure the timely and high-quality implementation of shelter activities, including supervising construction/maintenance work, monitoring progress, and ensuring adherence to plans and technical standards at the work site.
- Enhance effective coordination and communication with various teams (logistics, finance, human resources, and programs) to ensure the availability of materials, labor, and information necessary for the smooth implementation of shelter activities.
- Develop the ability to use technical monitoring tools and prepare periodic reports on shelter activities, ensuring compliance with reporting schedules and documentation requirements.
- Contribute to improving field monitoring systems and workflow organization at implementation sites, with the aim of increasing efficiency, reducing operational risks, and enhancing the quality of interventions.

Diplomas and Experience

- Bachelor's degree in civil engineering or a related field.
- Practical experience in engineering, including surveying, planning, and construction project execution.
- Extensive experience in data analysis, report writing, graph preparation, and statistical analysis.
- At least three years of experience working on humanitarian/relief projects in complex and volatile environments.
- Comprehensive knowledge of technical standards and guidelines related to shelter, water, sanitation, and hygiene (WASH).
- Understanding of the local market in terms of the availability and specifications of building materials.
- Computer skills, including Microsoft Office and AutoCAD.
- Very good in written and spoken English.
- Experience working with internally displaced persons (IDP) communities is preferred.

Application process

Interested candidates are invited to apply at the link below or scan the barcode:

Internal and External Recrutement - Shelter Supervisor -Hama

Please note the vacancy may close before the deadline.
Thank you for your understanding.