

DEADLINE : 25, July, 2025

TYPE OF CONTRACT/DURATION : SERVICE PROVIDER CONTRACT- 3 months renewable based on fund availability and performance.

NO OF REQUIRED EMPLOYEES: 1

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

BASED: Raqqa

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 Field Assistant is responsible to give technical & supervision support to the site supervisor (Bill of Quantities, specification, drawings, measuring quantities) in all PUI-I&H related projects and activities in the areas of intervention.

RESPONSIBILITIES AND TASKS

1- Provides technical support in the Assessment Phase:

- S/He visits the assigned work location in cooperation with the I&H Responsible.; fills the assessment form, Bill of Quantities (B.o.Q) based on the minimum standards.
- S/He helps in preparing drawings and B.o.Q when needed (draft or shop drawings during construction, sketches and estimates for new proposals).
- S/He prepares and submits the assessment report attached with photos which should be taken properly for each category of works.

2- Provides technical & supervision support in the execution Phase:

- S/He visits the assigned work location in coordination with the I&H Responsible .and collects all the preliminary data related to I&H planned activities
- S/He assists in the supervising process of the execution works in the assigned work location in accordance with the B.O.Q, quotations, specification & drawings.
- S/He follows up and measures the executed quantities and informs the I&H Responsible. basically, about any discrepancies between the signed quantities and executed one.
- S/He follows up the quality of the executed works and the equipment delivered to the project site, in this regard he should inform I&H Responsible. about any discrepancies between the quality of delivered items and the one agreed in the initial specification.

- S/He notifies officially the I&H Responsible. about the variation occur in each location.
- S/He follows up the time schedule agreed with the contractor, I&H Responsible, and approved by the field responsible.
- S/He prepares and submits to the I&H Responsible. the Daily Progress Reports attached with progress photos which should be taken properly for each category of works.
- S/He helps in receiving the works from the contractors and suppliers, signing the certificate of reception, calculating the quantity of delivered goods/equipment to the work locations.
- S/He helps in the handing over process of the site location to the related official entity representative (Municipality, governorate, ministry, SARC).

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.

REQUIRED SKILLS

- **Education :** Bachelor's degree in engineering.
- **Professional Experiences:**
Minimum 2 years of experience, preferred previous experience with INGO or UN agencies
- **Language skills:** Good level in English and Arabic (oral and written)
- **Computer Skills:** Good knowledge of AutoCAD, Photoshop and Office programs.
- **Technical skills:** Able to prepare bill of quantities, tests the quality and measures quantities.
- Experience in follow-up of mechanical and electrical works (Bakeries production lines and Mills and Sieves) will be a plus.
- **Preferred to be able to reside in Raqqa Maadan or Sabkha.**
- **Other required skills:**
 - Communication skills.
 - Well organized.
 - Able to manage priorities

The Expert certifies that he/she has read, understood and agreed to provide the above-mentioned professional services.

Dear Applicant,

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

<https://forms.gle/r8SPLadYvEZKVX6WA>

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