

DEADLINE : 13 August 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, 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

In the geographical area under their responsibility, the I&H Technical Officer will support the I&H Team Leader in supervising and implementing all I&H projects as required. They will directly coordinate with key field-level stakeholders to ensure the timely achievement of specified deliverables. The I&H Officer will spend a considerable amount of time in the field supervising I&H activities.

RESPONSIBILITIES AND TASKS

1- Supervises and Monitors the Implementation of all WASH Activities:

- ✿ Leads technical assessments and supports the identification of WASH needs in PHCs, schools, public facilities, and communities in coordination with the Team Leader.
- ✿ Oversees the execution of WASH activities in accordance with approved Bills of Quantities (BOQs), technical specifications, drawings, contracts, and project documents.
- ✿ Supervises rehabilitation, upgrading, and construction activities related to:
 - Water supply systems.
 - Water storage tanks and reservoirs.
 - Pumping stations and pumping systems.
 - Water treatment and chlorination systems.
 - Sanitation and wastewater management systems.
 - Sewerage and drainage networks.
 - Septic tanks.
 - WASH facilities in Primary Health Care Centers (PHCs).
 - WASH facilities in schools.
 - WASH facilities in public buildings and community facilities.
 - Solarization
- ✿ Monitors all engineering and technical aspects of the project, including quality control, quantities, technical compliance, and adherence to approved standards.

- ✚ Conducts regular site visits to assigned project locations on a daily basis and/or as required.
- ✚ Ensures that all works are implemented according to approved technical drawings, specifications, and quality standards.
- ✚ Monitors contractor performance and implementation progress, immediately reporting any challenges, delays, or technical issues to the Team Leader.
- ✚ Supports the review of shop drawings, technical submittals, material approvals, and method statements submitted by contractors.
- ✚ Responsible for receiving, validating, approving, or rejecting material samples from contractors and suppliers, maintaining material approval records, and conducting random quality checks.
- ✚ Participates in testing, commissioning, inspection, and handover processes of completed WASH facilities and infrastructure.
- ✚ Ensures the proper documentation of all implementation stages through high-quality photographs and technical records.
- ✚ Assesses potential additional WASH activities and contributes to technical assessments of newly identified sites.
- ✚ Ensures implementation complies with relevant WASH standards, engineering requirements, health and safety regulations, and project objectives.

2- Water Quality and Public Health Support

- ✚ Supports water quality monitoring activities through site inspections and coordination of water testing activities when required.
- ✚ Monitors the implementation of water treatment and disinfection measures.
- ✚ Ensures that water supply systems are operational and meet applicable quality standards.
- ✚ Identifies and reports public health risks associated with water supply and sanitation infrastructure.
- ✚ Supports corrective measures related to deficiencies in water and sanitation services.

3- Contractor and Stakeholder Coordination

- ✚ Maintains regular communication with contractors and service providers throughout project implementation.
- ✚ Ensures timely technical communication following contract signature through routine field follow-up and official correspondence.
- ✚ Coordinates with local authorities, municipalities, directorates, service providers, PHC management teams, school administrations, and other stakeholders as necessary.
- ✚ Attends technical and coordination meetings related to assigned projects as requested by the Team Leader.
- ✚ Supports the Team Leader during site visits conducted by donors, authorities, and other stakeholders.
- ✚ Facilitates information sharing and coordination with relevant governmental and local entities to support project implementation and visibility.

4- Operational Functions[GU1][PA2]

- ✚ Participates in administrative and operational processes as delegated by the Team Leader.
- ✚ Supports field-level coordination and contributes to effective communication within the project team.
- ✚ Ensures compliance with PUI internal regulations, procedures, and operational requirements.
- ✚ Participates in staff meetings, planning exercises, and technical review sessions when requested.

5- Represent PUI to Stakeholders:

- ✚ Attends coordination meetings related to the field of work as requested by the Team Leader.

- ✚ Ensures smooth coordination with official representatives, donors and stakeholders during site visits.
- ✚ Coordinate with local authorities such as ICD, directorates and Municipalities to ensure accurate information dissemination and visibility of PUI in coordination with the Access and Liaison Officer.

6- Provides the internal reporting of the project:

- ✚ Prepares and submits daily, weekly, and monthly progress reports to the Team Leader using PUI internal reporting tools.
- ✚ Maintains accurate records of project implementation, site visits, quality control activities, material approvals, and testing results.
- ✚ Compiles technical documentation, progress updates, and lessons learned from project implementation.
- ✚ Contributes technical inputs to donor reports and project documentation as required.
- ✚ Reports implementation challenges and recommends corrective measures to support project success.

The tasks and responsibilities defined in this Terms of Reference 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 Civil Engineering, Mechanical Engineering, Environmental Engineering, Water Resources Engineering, Sanitary Engineering, Public Health Engineering, or another relevant engineering discipline.
- **Professional Experiences:**
 - Minimum 3 years of relevant professional experience in WASH infrastructure implementation, construction supervision, or rehabilitation projects.
 - Demonstrated experience in supervision of water supply, sanitation, and wastewater infrastructure projects.
 - Previous experience with INGOs, UN agencies, or humanitarian organizations is highly desirable.
 - Experience in rehabilitation of PHCs, schools, public facilities, and community infrastructure is an asset.
- **Language skills:** English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint) and AutoCAD, Photoshop
- **Technical skills:**
 - Strong knowledge of:
 - Water supply systems and distribution networks.
 - Water storage and pumping systems.
 - Water treatment and chlorination systems.
 - Sanitation and wastewater infrastructure.

- Sewerage and drainage systems.
- Construction supervision and quality assurance.
- BOQ preparation and quantity verification.
- Technical specifications and engineering drawings.
- Familiarity with humanitarian WASH standards and infrastructure rehabilitation practices.
- Good knowledge of local construction materials and market conditions.

➤ **Other required skills:**

- Proven ability to handle multiple tasks in a courteous and service-oriented manner, even under demanding conditions with tight deadlines.
- Knowledge of Health, Safety, and Environment (HSE) compliance standards.
- Ability to prepare well-organized reports, supported by technical photos from the site.
- Strong skills in managing priorities, time, and deadlines.
- Ability to work autonomously and take initiative.
- Analytical skills with the ability to suggest improvements.
- Excellent communication skills.
- Ability to manage stress and work effectively under pressure.
- Willingness to spend at least 60% of time at field sites.
- Readiness to start work immediately if selected.

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/1FAIpQLSc6jBObxCW_FN886cg3Dp4DP-VWVZpfrh-iOGfKSgnveC221A/viewform?usp=publish-editor

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
not work by clicking on it, please copy and paste it in the browser address bar.