

DEADLINE : 03 June 2026

TYPE OF CONTRACT/DURATION : Daily work / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Aleppo

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

In the geographical area under his/her responsibility, The Field Monitor is responsible to support to the IH officer and the field assistant and participate in all projects phases (collecting data, data entry, daily and weekly feedback attached with quantities) in all PUI-I&H activities in the areas of intervention.

RESPONSIBILITIES AND TASKS

In the geographical area under his/her responsibility:

1- Provides support in the Assessment Phase:

- S/He visits the assigned work location in coordination with the IH Officer and field assistants to collect all the preliminary data related to I&H planned activities
- S/He visits the assigned work location in cooperation with the staff ; and fills the assessment forms.
- S/He helps the officers in preparing B.o.Q (doing required measurements and surveying).
- S/He prepares and documents the data table with the assessment report attached with photos which should be taken properly for each category of works.

2- Provides supervision support in the execution Phase:

- S/He assists the officers in the monitoring process of the execution works in the assigned work location under the supervision of the officers and in coordination with the IH Team Leader
- S/He follows up and measures the executed quantities in coordination with the officers and under the instructions of the IH Team Leader.
- S/He follows up the quality of the executed works and the equipment delivered to the site, in coordination with the officers.

JOB TITLE : Infrastructure & Habitat Field Monitor, Based in Aleppo

- S/He prepares and submits to the officers 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, calculating the quantity of delivered goods/equipment to the work locations.

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.

REQUIERED SKILLS

- **Education:** Bachelor's degree in engineering

- **Professional Experiences:**
 - Minimum 1 years of experience, preferred previous experience with INGO
 - Minimum 2 years of experience, implementing WASH or Shelter project with LNGO or Private contractors

- **Language skills:** Good level in English and Arabic (oral and written)

- **Computer Skills:** Good user of MS office (including Word, Excel, Outlook, PowerPoint) and AutoCAD, Photoshop

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- **Technical skills:** Able to prepare Data table, tests the quality and measures quantities
- **Other required skills:**
 - Communication skills.
 - Well organized.
 - Able to manage priorities.
 - Able to manage stress and pressure

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/1FAIpQLSdL2MYqb109iPpbJuuOFvWfISkMxU84MS4LInTp_uZn2xSExfw/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.

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



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