

DEADLINE : 8 May 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 3 MONTHS

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, 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 Compliance Assistant supports the implementation of quality control and quality assurance processes in line with PUI regulations and procedures.

S/he contributes to maintaining a compliant working environment and supports the identification and mitigation of inherent risks, including fiduciary, operational, reputational, legal, and compliance risks.

RESPONSIBILITIES AND TASKS

1. PUI & Donor Regulations / Policies & Procedures

- Support the monitoring, evaluation, and review of compliance with PUI regulations, procedures, and donor requirements
- Assist in reviewing project documentation to ensure compliance and completeness
- Support the implementation of internal control mechanisms to verify the eligibility of:
 - Financial expenses
 - Procurement files
 - HR documentation
- Ensure that cash handling procedures are respected and that procurement processes comply with donor guidelines
- Follow up on improvement plans and corrective actions

2. Field Visits & Spot Checks

- Under the supervision of the Compliance Specialist, conduct field visits to assess compliance gaps across PUI bases
- Review compliance related to:
 - Procurement procedures

- Finance procedures
 - Admin and HR processes
 - Conduct spot checks and analyses of programmatic and support functions as requested
 - Provide recommendations for improvement where needed
- 3. External Audit Support**
- Support the preparation of external audits in coordination with Finance, Procurement, and Program teams
 - Assist in responding to audit queries and requirements
 - Share audit findings with relevant staff and support the development of corrective action plans
 - Follow up on the implementation of audit recommendations and ensure deadlines are met
- 4. Reporting & Internal Investigations**
- Support the preparation of monthly compliance and risk assessment reports
 - Assist in drafting risk analysis reports with recommendations for improvement
 - Support internal investigations related to suspected fraud or misconduct, in coordination with the Compliance and Audit Specialist
 - Contribute to the monthly HQ audit checklist
- 5. Procurement Support**
- Support the maintenance and regular update of pre-qualified supplier/service provider/contractor lists
 - Act as an alternate focal point for supplier-related inquiries
 - Assist in preparing minutes of tender opening sessions
- 6. Archiving & Documentation**
- Support the proper documentation of grants by maintaining complete files
 - Ensure all documentation and procedures are properly archived in line with PUI requirements

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. Potential in-country trips might be requested to support PUI field offices.

The employee could be requested to perform other tasks as his/her Line Manager may judge necessary

Qualification:

- **Language skills:** Fluent in Arabic and English
- **Education degree:** University degree in Finance/Accounting, law or a relevant field
- **Work experience:** Minimum 2 years' experience in a similar position. Relevant finance & compliance experience with INGOs will be highly appreciated
- **Skills:**
 - Knowledge of compliance principles and reporting procedures
 - Basic understanding of logistics and procurement processes
 - Attention to detail
 - Analytical and reporting skills
- **Computer skills.** Excellent in MS Office
- **Technical Skills**
 - Knowledge of humanitarian actors
 - Good communication and interpersonal skills

- Ability to work with discretion and professionalism

Dear Applicante,

To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLSfn4os_bajyKooEFVq49R2Cx6NrBkTcwZnP7fuzKbgPWVLezA/viewform?usp=publish-editor

If the link above dose 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.