

DEADLINE : 27, Novemer, 2025

TYPE OF CONTRACT/DURATION : SERVICE PROVIDER CONTRACT- 3 MONTHS

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, 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 Access & Liaison Officer (ALO), under the line management of the Field Coordinator (FC) is in charge of assisting the FC in implementing safety and security policy of PUI for DEZ base. ALO should understand the day-to-day operating environment in DEZ and Raqqa Governorates to inform operations by providing regular updates to the FC. The ALO will also ensure good working relationships are established, liaising with relevant stakeholders to ensure access and timely implementation of activities.

RESPONSIBILITIES AND TASKS

LIAISON AND COORDINATION

- Establish & maintain good relationships with relevant governorate authorities as well as with district authorities, communities & tribal leaders in order to allow PUI operations to take place smoothly in regard to context and strategy of the mission.
- Create, develop and maintain a liaison network.
- Keep a complete and updated detailed list of all useful contacts in the DEZ and Raqqa Governorates with names, telephones, addresses and other relevant details.

- Arrange meetings with different authorities in relation to access and administration issues for the FC. Provide translation/interpretation during meetings.
- Arrangement and participation to meetings related to program issues for program managers with relevant authorities.
- Ensure clear understanding of policies and procedures related to communication with authorities and convey any changes immediately to relevant staff after proper validation from FC.
- Archives all communications with local authorities and official administrative documents obtained in the name of PUI (registration forms, lodging forms, requests, travel permits, official documents, etc.)
- In coordination with the logistics department, ensure preparation of the movement plans for teams and vehicles. He/she should ensure submission on time and with accurate information to the relevant authorities in order to be granted the travel authorizations (e.g. deconfliction). ALO should be proactive in resolving any blocking issue preventing PUI from obtaining any documents needed to ensure safe and coordinated access to the field, operations and movements of PUI staff.

INFORMATION MANAGEMENT AND REPORTING

- Collect information related to security and political context to ensure safety and security of PUI staff and premises in the area/s of intervention.

SAFETY AND SECURITY

- Reports immediately to the FC about any serious security incidents impacting the safety of PUI programs and staff in DEZ and Raqqa Governorates
- Coordinate with relevant government authorities, security agencies, communities, tribal leaders, etc. in case of any issue related to security incidents and/or accidents.
- Upon request from FC, participate in security assessments of areas where PUI is (or is planning to begin) implementing activities, in order to ensure the safety of national and expat staff travelling to those areas.
- Provide up to date necessary mappings (conflict maps, no go areas, PUI premises locations, road maps. etc.) upon request from FC.
- Upon request from FC, prepare/update security tools (context report, road book, constant companion).
- Ensure that PUI security & safety rules (for premises; including office and guesthouse, vehicles and in the field) are followed by all staff during working time and use of PUI premises / facilities; alert the FC and other relevant staff to any violations of the rules.
- Ensure adequate follow-up (tracking) of the daily movement of PUI staff in the field
- Under supervision of the FC, follow up to ensure that necessary security measures (safe room, fire assembly points, key control, doors, windows, fence, exit gates, etc.) are available in the right condition and place in all PUI premises.
- Ensure security & safety equipment (first aid kits, fire extinguishers, smoke alarms, hibernation items etc.) are available to PUI staff and well-maintained.
- Provide inputs for the update of the security pack, context risk assessment, risk mitigation plan, contingency plan, SOPs and other security documents (BSR).
- Conduct training and briefings on safety and security topics for staff, drivers and guards, and provide guidance and awareness sessions to them about safety and security on regular basis and when the situation requires.

- In coordination with the logistics department, supervise the guards to ensure they are performing their duties in relation to security properly and report any security incidents, observations and challenges in a timely manner

ACCESS

- Facilitates Humanitarian Access: Ensures safe, timely, and principled access to affected populations in coordination with relevant authorities, communities, and stakeholders.
- Negotiation and Acceptance: Engages with local actors, community leaders, and counterparts to build acceptance and mitigate risks to staff and operations.
- Support to Programs: Works closely with program teams to integrate access considerations into planning, implementation, and monitoring.
- Training and Awareness: Builds staff capacity on access principles, negotiation, and conflict sensitivity.

OTHER

- Assists in translation when needed and/or requested by the FC.
- Participate in weekly base meeting & provides a security briefing upon request.
- Participate in security-related internal and external meetings when requested by the FC.
- Any other tasks assigned by the FC within the domain of access, safety, security, liaison and reporting.

Qualification:

PROFESSIONAL EXPERIENCE	Security management in INGOs Analysis of challenging operational environments Liaison and engagement capacity	Advances security training and analysis skills
LANGUAGES	Arabic and English mandatory (read, speak, write)	
IT	Computer literate with good working knowledge of Microsoft Excel, Word, PowerPoint, Outlook/Email	Advanced Word, Excel & Outlook services Google Earth, GIS
Soft skills		
- Reliable, sense of details, rigorous - Team player with good interpersonal skills - Capacity to train people - Able to manage personal stress level - Able to adapt communication strategies for different situations - Detailed knowledge of Syria's geography, social and political context, including governance structure, processes and customs - Knowledge of humanitarian sector, project & proposals to reinforce negotiation mechanism with relevant authorities - Good communication, negotiation and representation skills - Able to take initiative		

Dear Applicant,

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

[PUI SYRIA- APPLICATION FORM - ACCESS AND LIAISON OFFICER BASED IN DER ALZOUR](#)

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