

DEADLINE : 13 May 2024

TYPE OF CONTRACT/DURATION : EXPERTIES CONTRACT / 6 MONTHS

NO OF REQUIRED EXPERTS : 1

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

BASED: SOUTH AREA (DAR'A AND R. 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, 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 his/her responsibility, the I&H Team Leader will support the Head of Base / Field Coordinator / Program Manager in planning, management and implementation and monitoring of all I&H projects in the areas of intervention.

RESPONSIBILITIES AND TASKS

- 1- **Ensure the implementation and the monitoring of all I&H projects (shelter, WASH, school rehabilitation, public facilities..etc.,) in his field of intervention:**
 - S/He manages the assessment and execution works in the assigned I&H different activities locations, in accordance with the Bill of Quantities (B.o.Q), needed tender documents, specifications & drawings, in fully coordination with the project manager.
 - S/He manages the handing over process of executed projects with the related official entities and obtains the official signed reception documents.
 - S/He assures the close follow-up on the ongoing implementation by all daily reports s/he receives from the I&H technical assistants and arranges for biweekly meetings with the responsible contractors in the site in addition to sending official letters /emails to the contractors when needed in fully coordination with the Head of Base / Field Coordinator / Program Manager.
 - S/He monitors closely the implementation of activities at field level by collecting daily reports from the I&H technical assistants with paying site visits -three times/week at least- in coordination with the Head of Base / Field Coordinator / Program Manager.

- S/He supervises the work/tasks schedule of the I&H technical assistants, organizes the team's work on a weekly basis in coordination with the Head of Base / Field Coordinator / Program Manager.
- S/He provides the I&H technical assistants with technical support when needed.
- S/He ensures the timely implementation of the project in coordination with the Head of Base / Field Coordinator / Program Manager.
- S/He shares about the work progress by well-organized reports with the Head of Base / Field Coordinator / Program Manager on a weekly basis and when needed on a Daily basis.
- S/he alerts his/her line manager in the event that delays in project implementation are identified and suggests adjustments (in terms of activities, area of intervention, budget, implementation timeframe, etc.)
- S/He ensures proper coordination and communication with the different stakeholders (local authorities, Municipalities, sub-sector offices ...) in fully coordination with the Head of Base / Field Coordinator / Program Manager.
- S/He ensures that all project documents are correctly filed and archived in addition to collecting and organizing the projects photos, to be submitted to the project manager when needed.

2- Manage operational Staff.

- S/He ensures the administrative HR management of his/her team) in coordination with the project manager & Senior Base Manager/Field Co.
- S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- S/He ensures a regular appraisal process for her/his team in coordination with the Program Manager S/he ensures constant monitoring of her/his team (general and technical).
- S/He ensures a good communication, coordination, and information level within the team through regular coordination meetings (or other if needed).
- S/He visits PUI office in regular basis and upon the request of the Head of Base / Field Coordinator / Program Manager to ensure the close coordination and follow up of the projects and discuss all the issues facing the ongoing activities.

3- Manage operational Staff and HR follow up:

- S/He ensures the administrative HR management of his/her team) in coordination with the Head of Base / Field Coordinator / Program Manager.
- S/He ensures that her/his team complies with PUI internal rules (disciplinary management when needed).
- S/He ensures a regular appraisal process for her/his team in coordination with the Head of Base / Field Coordinator / Program Manager S/he ensures a constant monitoring of her/his team (general and technical).
- S/He ensures a good communication, coordination, and information level within the team through regular coordination meetings (or other if needed).
- S/He participates in defining all Infrastructure and Habitat -related positions for the I&H team in his/her base according to the needs and in coordination with the Head of Base / Field Coordinator / Program Manager.
- S/He supports the Infrastructure and Habitat team in the recruitment process, (elaboration of tests, interviews).
- In coordination with the Head of Base / Field Coordinator / Program Manager and the HR Department, s/he clearly defines the training needs of Infrastructure and Habitat team and ensures they are able to access training and professional development resources appropriate to their skill gaps/needs.

4- I&H Projects Financial follow up:

- He/She, supports in the update of OFU files (budget follow up) in collaboration with finance department and collecting all related DATA regarding PRs, POs, signed contracts, Invoices, forecast plan, matching between invoices & SAGA updated information on monthly basis, checking the budget lines numbers and amounts.
- He/She, supports in collecting all submitted invoices from the base, check the invoices in terms of amounts, unit prices, contract numbers, required signatures & documents and subsequently submit the invoice to finance department.

5- I&H Projects Procurement follow up:

- He/She, prepares all Purchase Requests (PRs), for I&H projects with all related documents, B.o.Qs and all related annexes before submitting to the procurement department.
- He/She, supports in attending all opening sessions related to I&H Projects in the base in collaboration with Procurement department and contributes in the technical evaluation of the submitted bids and check all required related documents & experience documents attached in the offers.
- He/She, follows up with PUI Procurement department, the progress of the procurement process after launching the tender, after finalizing the awarding of the qualified contractors and ensures proper identifying of the dates of contracts signatures.
- S/he contributes to analyzing bids made by suppliers for purchases with stringent technical specifications.
- In coordination with support department, s/he supports the process defining and selecting Financial Service Provider and/or system management within the framework of Infrastructure & WaSH programs and in line with PUI processes.
- He/She supports in collecting and organizing of all signed contracts, with all related documents (site reception certificates, materials samples table, invoices, temporary reception certificates and final reception certificates,...)

6- Represent PUI for the project:

- S/He ensures representation of PUI (with her/his team, at field level) among partners, donors and different authorities/official entities for the areas which s/he is responsible for in coordination with the Head of Base / Field Coordinator / Program Manager.
- S/He prepares and organizes field visits with donors or official entities/ local authorities when needed in coordination with the Head of Base / Field Coordinator / Program Manager.
- Provide the Internal & External reporting of the projects to be submitted to the Head of Base / Field Coordinator / Program Manager and to support in any required modification & inputs before validation of reports by I&H Senior Project Manager / I&H Coordinator.

7- Support in technical design and Proposals of I&H activities and plans and all related reporting:

- S/He support the Head of Base / Field Coordinator / Program Manager in providing initial proposed targets, locations and activities, work-plans, initial assessment reports in addition to technical design & B.o.Qs based on initial assessment conducted by I&H team and collected information collected from local partners and relevant stakeholders.
- S/He support in the technical inputs and modifications required in the functional relation with I&H Senior Project Manager / I&H Coordinator to review and validate the provided technical documents and plans related to submission of proposals.

- S/He support the Head of Base / Field Coordinator / Program Manager in the preparation and elaboration of required reports to be reviewed and validated technically by I&H Senior Project Manager / I&H Coordinator.
- Support Head of Base / Field Coordinator / Program Manager and Coordination team in conducting the detail assessment of Infrastructure projects and revision of BoQ as and when needed;
- S/He supports in the writing of concept notes, proposals and budgets for new projects and extensions of projects in coordination with the Head of Base / Field Coordinator / Program Manager, I&H SPM and I&H Coordinator.
- Any other task assigned by Head of Base / Field Coordinator / Program Manager.

REQUIRED KNOWLEDGE AND SKILLS:

- **Education:** Bachelor Degree in Engineering
- **Professional Experiences:**
- Minimum 5 years of experience in sites supervision and field team management, Previous experience with INGO or UN agencies
- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint) and AutoCAD , Photoshop
- **Technical skills:** Advanced Project Cycle management skills. Good knowledge in building materials, technical specification, and local market.
- **Other required skills:**
 - Proven ability to deal with multiple tasks in a courteous and service-oriented manner in a demanding working condition that often has short deadlines.
 - Ability to prepare well-organized reports supported with technical photos from the site.
 - Managing priorities, time and deadline.
 - Autonomy
 - Ability to analyze and suggest improvement
 - Communication skills.
 - Able to manage stress and pressure.
 - Readiness to start the work immediately in case selected.

Dear Applicate,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

[PUI Syria- Application form - I&H Team Leader based in South area \(Dar'a and R. Damascus\) \(google.com\)](#)

(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.