



PROTECTION ASSISTANT BASED IN SOUTHERN (DAMAS,RURL DAMAS,DARAA)

DEADLINE : 12 July 2024

TYPE OF CONTRACT/DURATION : EXPERTIES CONTRACT / Project based

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Southern

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 Protection Assistant is responsible for the implementation and supervision of all Protection interventions of all implementing sectors in the project for his /her area.

RESPONSIBILITIES AND TASKS

In the geographical area under his/her responsibility:

- 1- Contribute in a timely and effective manner to the implement the protection activities for Programs:**
 - Ensures daily operation and monitoring of Protection interventions across the multiple sectors in assigned Governorate (s);
 - Provides timely feedback on issues and complaints raised by the community;
 - Ensures all protection concerns and/or complaints by the community are accurately assessed and recorded in the intake, either directly assisting and/or referring the individual to the appropriate service provider. The Protection Assistant will conduct one follow-up of the case, according to operating procedures;
 - Coordinates with service providers to strengthen referral pathways, including participation in meetings;

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- Works with Program team (PM and Head of Base) and Community-Based volunteers to conduct protection information and awareness sessions - community outreaches.
- Maintains and collects data in line with agreed procedures.
- Ensure respecting PUI's codes of conduct;
- Contribute to ongoing knowledge-building efforts regarding program methodologies, lessons learned, and challenges.

2- Team management and capacity building:

- Support capacity building of the projects team/volunteers/daily workers as appropriate and training activities based on identified needs;
- Conduct protection training for the PUI-identified staff;

3- Representation and coordination:

- Upon request from the Program Manager, S/he will represent PUI and coordinate in the area with partners, authorities, donors, and local stakeholders involved in the implementation of Protection activities.
- Contribute to the development of new interventions based on identified needs.
- Assist in the technical evaluation of the requested materials;
- Assist in organizing and following up the distribution of safety gears, training materials, Professional Tool Kits (PTKs) and productive assets, and prepare the receipt document (Material receipt list);
- Assist in the procurement of productive assets of SSBPs, and prepare the (SSBP Annex);
- Cooperate with VT heads of departments and support them in preparing and organizing technical and logistic issues related to the VT project.

4- Safety and Security:

- Contribute to compliance with security rules within the area, especially by the program team, and communicate any security/safety-related information to the base Program Manager

REQUIERED SKILLS:

- **Education & Training:**
 - Bachelor degree in Law, Public Relations, Social Science, or any relevant field.
- **Language skills:**
 - Good writing and speaking skills.
- **Computer Skills:**
 - Good level in using MS Office (including Word, Excel, Outlook, and PowerPoint)
- **Professional Experiences:**
 - At least 1 year of experience in a similar position (NGOs/private companies)
 - Protection mainstreaming, GBV, MHPSS/PSS, Child protection, PSEA etc.
 - Experience in working in environments with protection threats required.



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- Good understanding of global protection principles and standards and relevant bodies of law
- Good experience in protection mainstreaming and protection monitoring.
- Experience in liaising with governmental authorities
- Good writing and speaking skills in English and Arabic Good level in using MS Office (including Word, Excel, Outlook, and PowerPoint)
- Good communication and diplomacy skills

Dear Applicant,

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

[PUI Syria Mission PROTECTION ASSISTANT , Based in SOUTHERN \(DAMAS, RURL DAMAS, DARAA\) \(google.com\)](#)

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

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.