

**DEADLINE :** 13 NOVEMBER 2021

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT / 6 MONTHS

**NO OF REQUIRED EMPLOYEES :** 1

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

**BASED:** Der El Zour

### **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 Education & Protection Project Officer is responsible for collecting quality data on targeted populations to better inform project design, assisting in the design and planning of E&P activities and for supervising and monitoring their proper implementation.

### **RESPONSIBILITIES AND TASKS**

#### **1- Assist in the preparation phase of the project:**

- Plan and supervise the data collection, needs identification, and studies for all E&P activities.
- Frequently collect information on populations' needs in areas of operation and support E&P PM with analysis to inform project design and adaptation during implementation.
- Assist E&P PM in the project design process and actively contribute to department brainstorming sessions at launch of project design.
- Assist in the preparation of the project work plan.
- Organize promotional campaigns for all E&P activities and follow up the Beneficiaries' registration.
- Plan and supervise the training of teachers and school staff.

#### **2- Supervises & Monitors the implementation of E&P activities:**

- Conduct administrative tasks related to the all E&P project activities as providing oral and written translation, and drafting correspondences, forms and PowerPoint presentations.
- Support the E&P PM in all areas of projects planning and implementation.
- Conduct frequent site visits as needed and provide field visit report to the E& P PM
- Visit the projects locations on regular basis, attend parts of the activities and report the findings to the E&P PM.
- Monitor on a regular basis all the E&P activities, ensure the smooth and proper functioning and implementation and set up corrective measures as needed.

- Follow up the implementation of all E&P activities and collect feed backs from E&P SFA & E&P FAs on progress, accidents, incidents, problems, difficulties, and suggestion during implementation and take the necessary actions after the coordination with E&P PM
- Ensure the compliance of trainers to contractual conditions.
- Supervise & validate data entry duties related to training materials, evaluation forms, questioners and any other data entry issues and contribute to analyzing the data with the E&P PM to better inform project design.
- Prepare all the required reports for all E&P activities and send it to E&P PM which is weekly, monthly, quarterly, semiannual and annual reports plus technical ones like CB, CLI, RC, CC..etc
- Organizes PSS training and follow-up workshops in close liaison with concerned PSS trainers and consultants.
- Develop of training materials, manuals and guidelines pertaining to PSS subjects.
- Establishes referral mechanisms for referring students with potential severe psychosocial health problems or any other general health issues to the appropriate health care service providers.
- Evaluate psychosocial interventions.
- Supervises child protection clubs and organize the activities of CP committees in schools.
- Train of E&P SFA & FAs on training CP workshops in schools.
- Supervise the work of social counselors in PUI schools and develop questionnaires and tools needed to improve their work.
- Works closely with social counselors at schools to assess psychosocial needs and to identify problems, risks and vulnerabilities, including those related to gender and age. Proposes initiatives to reduce these risks and increase the resilience capacity.
- Drafts capacity building program for social counselors working in the remedial classes, and assists in applying it in the field
- Support the E&P PM to plan E &P activities using proper educational methodologies.
- Organize and prepare for meetings, events and workshops.
- Collect and maintain all E&P project's documents.
- Maintain and updates all E&P project's files and back up important materials in electronic format as directed.
- Order and safe keeps office supplies.

**3- Supervises & Monitors the implementation of Active learning training:**

- Draft training terms of references (TOR) for Active learning workshops,
- Plan, organize, supervise and monitor the implementation of Active learning training workshops for MoE Teachers.
- Define and collect training needs and required materials.

**4- Assist in the logistical and financial aspects of the project:**

- Compiles and prepares financial documents (payment sheets, attendance sheets...) pertaining to the compensations of E&P teachers, school staff and other participants in the E&P activities.
- Organize and follow up the logistical preparation for training workshops related to E&P activities.
- Collect, compile and prepare list of school supplies, student kits, office supplies, E&P training workshops requirements, and other requirements of E&P activities.
- Prepare the purchase requests for school supplies, student kits, office supplies, E&P training workshops requirements, and other requirements of E&P activities.
- Organize and follow up distribution of school supplies, student kits, office supplies, E&P training workshops requirements, and other requirements of E&P activities.

**5- Represent PUI for the E&P activities in the field:**

- Attend meetings as requested by E&P PM.
- Represent PUI during meetings at field level.

**6- Provide the internal & External reporting of the project:**

- Collect the E&P FAs' reports related to E&P activities through E&P , prepare summary report and submit it to E&P PM.
- Provide the E&P PM with reports about the E&P activities.
- Prepare statistics regarding E&P activities on monthly basis.
- Prepare minutes of meetings.
- Manage the data tools related to E&P activities in the department.
- Act as PUI focal point for correspondence with MoE.

**REQUIRED SKILLS:**

➤ **Technical skills:**

- A bachelor's degree in relevant field.
- Minimum of 3 years of work experience in similar position
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- PSS Training, psychological first aid, Child Protection, GBV, SGBV Training.

➤ **Other required skills:**

- Understanding of Humanitarian Principles, IHL, CHS
- Report writing skills.
- Training and facilitation skills
- Ability to complete multiple tasks in a timely manner.
- Ability to work under pressure.
- Communication skills.
- Organizational skills.
- Problem solving skills.
- Initiative, creativity, and innovation.

➤ **Language skills:**

- Excellent command in speaking, writing and editing documents in English.
- Excellent command in speaking, writing and editing documents in Arabic.

➤ **Computer Skills:**

- Proficient user of MS Office (including Word, Excel, Outlook, PowerPoint)

***Dear Appicante,***

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

<https://docs.google.com/forms/d/e/1FAIpQLSely2eg1GCvZsEF15p1--ryTbwgpxX-Ht9-wwLOj1yGzgr-qw/viewform>

***If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.***

***Also you should send your CV updated with the cover letter to the below email account and subject of the email should be the Job Title you applied for .***

[syr.hr.recruitment@premiere-urgence.org](mailto:syr.hr.recruitment@premiere-urgence.org)

***PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 20<sup>th</sup> OF October 2021.***