

**DEADLINE :** 5 MAY 2022

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

The Food & Nutrition Security and Livelihood (FNSL) Coordinator is responsible for the development and implementation of the mission's operational FNSL strategy as well as for the quality of current and future FNSL programmes throughout the design, implementation monitoring and evaluation phases. S/he builds the capacity of the mission's FNSL department and provides technical support to the project teams and in particular to the FNSL Project Managers in a functional relationship. S/he represents PUI to the authorities, humanitarian actors and donors for the FNSL sector.

#### **RESPONSIBILITIES AND TASKS**

##### **1- PARTICIPATE IN ANALYSIS OF FNSL CONTEXT AND NEEDS, IN THE DEFINITION OF THE FNSL STRATEGY AND THE DESIGN OF NEW FNSL INTERVENTIONS**

- S/he ensures the monitoring and analysis of national FNSL policies, national protocols, data and FNSL assistance programmes from key FNSL actors in the country.
- S/he provides continuous information to his/her line manager, the coordination team and the project teams, especially the FNSL team, on current and emerging FNSL policies, guidelines and approaches at the national level and within PUI.
- S/he monitors the evolution of humanitarian FNSL needs in the country of intervention in coordination with the project teams harnessing information provided by the FNSL cluster or national FNSL coordination group, and/or, if relevant, by the Cash Transfer Programming (CTP) WG.
- According to his/her analysis in the FNSL sector, s/he suggests to conduct needs assessments to his/her line manager.
- S/he participates in the identification of FNSL needs in collaboration with the project and MEAL teams, particularly through the integration of FNSL in needs assessment.

- S/he participates in the definition of terms of reference and, if necessary, in collaboration with the other sectors of intervention carries out multisectoral needs assessments, the results of which s/he analyses to feed the FNSL intervention strategy.
- If necessary, s/he adapts and/or develops data collection tools to be used for FNSL needs assessments, with the support of the FNSL Advisor from headquarters (HQ).
- In collaboration with HQ FNSL Advisor, s/he participates in the development of the mission's operational strategy, in particular for the FNSL sector, in synergy with the other related sectors (Nutrition, WaSH, Protection) considering market-based programming and Cash Transfer Programming (CTP) modalities, and in line with PUI's FNSL intervention framework and national policies / international recommendations.
- S/he participates in the facilitation of annual strategy workshops with the mission's FNSL team, from which s/he formulates recommendations / suggestions for the FNSL department.
- Based on the needs analysis and the mission's FNSL strategy, s/he suggests new FNSL interventions in line with PUI's FNSL intervention framework and encouraging an integrated multisectoral approach, with the support of the HQ FNSL Advisor.
- When developing new FNSL interventions, s/he actively participates in the design of FNSL activities by ensuring their technical relevance, contributes to the writing of new project proposals for the FNSL component, makes recommendations on the budget, human resources, logistics and timeframe needed for implementation, and identifies quantitative and qualitative performance indicators.
- When designing new FNSL interventions, s/he ensures the quality of the interventions by mainstreaming gender and cross-cutting protection principles.

**2- MONITOR AND IMPROVE THE QUALITY OF THE FNSL PROGRAMMES**

- S/he supervises the implementation of FNSL programmes on technical issues and ensures that FNSL activities are in line with PUI FNSL intervention framework and in line with PUI CTP Program Guide.
- S/he provides technical support to the FNSL teams by responding to technical questions (definition of activities, technical choices, implementation timeframe, quality control, etc.), and identifying solutions to problems.
- S/he participates in the adaptation of technical implementation modalities, SOPs, technical guidelines and other framework documents used in FNSL activities, with the support of the HQ FNSL Advisor and/or CTP Advisor.
- If necessary, s/he contributes to the design and adaptation of tools for FNSL activities.
- S/he makes regular technical field visits and supervisions to monitor the implementation and improve the quality of FNSL activities.
- S/he promotes coordination between the different sectors and technical departments in the field (operational meetings, reports, etc.) and ensures an efficient flow of information between the FNSL teams and the other technical departments for a better implementation of the integrated approach.
- In collaboration with his/her line manager, the MEAL (Monitoring, Evaluation, Accountability, Learning) department, and consortium partners if necessary, s/he participates in the design and adaptation of monitoring tools for FNSL activities, as well as monitoring plans for each project in order to meet quality and donor requirements, and to measure the impact of the FNSL activities (quantitative and qualitative).
- In collaboration with the MEAL department if relevant, s/he ensures that the monitoring of programmes with a FNSL component is carried out and validates the monthly PMTs.
- 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, targets, budget, implementation timeframe, etc.).

- If relevant and depending on programmes, s/he suggests to conduct technical evaluations of FNSL programmes, participates in the definition of the terms of reference and participates if necessary in the evaluations, the results of which s/he analyses to feed into the intervention strategy.
- In coordination with the MEAL department if relevant and the FNSL teams, s/he participates in the internal knowledge building strategy for FNSL interventions. S/he ensures the harmonization and capitalization of tools and practices on FNSL projects on the mission in correlation with PUI tools, and participates in the updating of the latter in collaboration with the HQ Technical Department (TD).
- S/he encourages the experiences and knowledge sharing within the FNSL teams and actively contributes to the knowledge building for the FNSL sector at mission level.
- If relevant, s/he encourages the production of research questions, assists in the development of research protocols, and supports the implementation of action research on the mission in collaboration with HQ TD and external collaborators.
- If relevant, s/he promotes the production of research and capitalization documents relating to the mission where appropriate, in collaboration with the HQ FNSL Advisor.
- In collaboration with other departments and sectors of intervention, s/he ensures that the cross-cutting principles of protection and gender mainstreaming are taken into account in FNSL programmes.
- S/he ensures that the project/s, methodology, selection criteria do not harm the beneficiaries, PUI teams or any other person. S/he immediately alerts his/her line manager in case teams or beneficiaries are put at risk of harm.

**3- ENSURE THE EXTERNAL REPRESENTATION AND SECTORAL COORDINATION OF PUI FOR THE FNSL SECTOR**

- S/he represents PUI to the national authorities, key humanitarian and development actors (INGOs/LNGOs/CSOs) and donors involved in the FNSL sector, and ensures that good relationships are maintained with each of them in line with PUI's principles.
- S/he actively participates in coordination meetings (cluster or others) and technical working groups in the FNSL sector at national level and/or if relevant with the CTP WG.
- S/he ensures and coordinates with the FNSL teams the sectoral representation of PUI for the FNSL sector to relevant partners and different local authorities.
- In the event of a donor visit, s/he plays an active role in preparing and managing the visit.
- S/he participates in PUI coordination meetings and is an active member.
- S/he participates in the drafting, validates and transmits the internal reports / Sitrep on his/her technical field in FNSL to his/her line manager and to the HQ FNSL Advisor. S/he ensures the follow-up and analysis of FNSL activity reports.
- S/he participates in the drafting, validates and transmits the FNSL technical parts of external reports to his/her line manager and to the HQ FNSL Advisor respecting timeframe and external contractual deadlines (donor reports).
- S/he collaborates with the different departments and technical sectors of the coordination team and ensures an efficient flow of information between the FNSL teams and the other technical departments for a better implementation of the integrated approach

**4- SUPERVISE THE FNSL TEAM**

- S/he manages directly the project managers for FNSL activities of the mission
- S/he provides a functional technical support to the project managers for FNSL activities of the mission.

- S/he sets up technical coordination mechanisms and organizes technical supervision of the mission's FNSL team.
- S/he participates in the definition of the organizational chart for the FNSL team and has it validated by the HR department, the field coordinator(s) and his/her line manager.
- S/he supports in the definition of all the job descriptions (JDs) of the mission's FNSL team, including the definition of the JDs for the expatriate and national FNSL Project Managers.
- S/he provides an active technical support to the Project Managers for the recruitment of senior national technical profiles in FNSL (definition of Job Descriptions, tests, recruitment interview grids).
- Within his/her team, s/he ensures that each person benefits from an appraisal in writing at least once per contract or per year, and at least before s/he leaves his/her position. S/he may be asked by his/her line manager to contribute to the appraisal on technical issues for FNSL Project Managers.
- If necessary, s/he participates in the decision to terminate the employment contract of a person in the FNSL team in collaboration with HR department, the Project Manager, the Field Coordinator.
- S/he is familiar with PUI's Internal Regulations, institutional policies and internal processes on the mission and ensures that his/her team understands and respect them.
- S/he identifies with the Project Managers the training needs for mission's staff for the FNSL sector and accordingly plans organizational, methodological and technical support, etc.
- S/he supervises the organization of external technical training activities and pilots and facilitates internal technical training modules for the FNSL sector in his/her field of expertise.
- If necessary, s/he reviews individual action plans and capacity building plans of the FNSL team members.

**5- ENSURE LOGISTICAL AND ADMINISTRATIVE MONITORING OF FNSL PROGRAMMES**

- S/he ensures with FNSL teams that the logistical needs for FNSL programmes are met, according to minimum standards and PUI's recommendations (dedicated and adapted space available for FNSL interventions, adapted material available, etc.).
- S/he ensures that orders for equipment are in line with FNSL programmes requirements and local constraints (country certification, quality monitoring, etc.) while respecting the PUI's supply procedures.
- 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 CVA programmes and in line with PUI processes.
- S/he provides all the information needed to produce a cash flow forecast for his/her own department to the Administration and Finance Coordinator on a monthly basis.
- S/he ensures up-to-date budget monitoring for the FNSL department on a monthly basis and participates in analyzing, identifying any discrepancies and proposing adjustments to the Administration and Finance Coordinator.

**6- ENSURE SECURITY OF PEOPLE AND GOODS**

- S/he ensures that the security plan is understood by his/her team and that security rules are respected.
- S/he contributes to the gathering of security related information and disseminates it to his/her line manager and/or the security officer on a regular basis or ad-hoc in case of emergency.

**REQUIRED SKILLS:**

- **Education:** Higher education in agronomy / agro-economy / agri-food.  
**Desirable:** Knowledge of development in the Low-Income Countries.  
Proven knowledge of agroecology, natural resource management, irrigation, crop protection  
Proven knowledge of Cash Transfer Programmes / IGAs / Vocational training  
Knowledge of nutritional security challenges
- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Computer Skills:** Proficient user of MS office.
- **Technical skills:** Knowledge in project management, monitoring, evaluation, design and negotiation  
At least 3 years as a project manager in the humanitarian field  
Successful experience in managing multi-sectoral programmes  
Experience in food security and livelihoods programmes, income generating activities, agro and marketing, cash transfers, market analysis, value chain analysis  
Experience with humanitarian donors (BHA, DFID, ECHO...)
- **Other required skills:**
  - Ability to work on own initiative / self-motivated, ability to make suggestions and take responsibility in a proactive approach
  - Flexible and adaptable to the needs of the team and organization
  - Strong commitment to humanitarian principles
  - Resilience to stress
  - Diplomacy and open-mindedness
  - Good analytical skills
  - Good organization skills with an ability to manage priorities and a varied workload
  - Ability to guarantee effective and timely outputs
  - Problem solving and leadership skills - proactive approach to making suggestions and identifying solutions
  - Ability to work and behave in a professional and experienced way
  - Proven management ability and inter-personal skills – team player
  - Capacity to delegate and to supervise the work of a multidisciplinary team
  - Strong commitment to support and develop the capacity of the teams through mentoring and second-layer leadership
  - Professional attitude and the ability to build successful working relationships with contacts outside of the projects
  - Ability to provide/structure instructions clearly and concisely both orally and in writing
  - A high sense of discretion and integrity when dealing with sensitive protection information
  - Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

*Dear Appicante,*

*To apply for this Vacancy,*

**1- Please copy below link and fill the PUI Syria- Application form.**

[https://docs.google.com/forms/d/e/1FAIpQLSeNrwxzDGIghblqyiAb0bQ7\\_uUZ5tX\\_4fBVXYqgLM6vqBTfJg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeNrwxzDGIghblqyiAb0bQ7_uUZ5tX_4fBVXYqgLM6vqBTfJg/viewform)

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

**2- 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 APRIL 2022.**