

DEADLINE : 17 September 2022

TYPE OF CONTRACT/DURATION : Daily worker

NO OF REQUIRED EMPLOYEES : 1

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

BASED: Lattakia

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 Monitoring, Evaluation Accountability and Learning (MEAL) Daily Worker contributes to implement all MEAL processes and activities required to improve programme quality over the cycle of project implementation, and ensure and demonstrate positive impact on beneficiaries' lives .

Under the supervision of the MEAL Officers, the MEAL Daily workers will contribute to the implementation of MEAL activities in the field in data collection for successful delivery and attainment of project goals and objectives..

RESPONSIBILITIES AND TASKS

- Make contact with target households in the assigned geographical area, and share PUI messages as per request of the MEAL Officer/Manager or program teams
- Coordinate with LRO/HoB for all issues related to the access, approval and communication with Stakeholders.
- Conduct interviews and surveys with these households;
- Collect data from these households, making sure that the respondent has fully understood the question being asked;
- Ensure data collection by complete fulfillment of pre-arranged questionnaires and forms; using PUI internal tools and including taking pictures of the M&E and project activities in coordination with LRO/HoB to ensure the protection of PUI staff and beneficiaries and the adherence to PUI strategic positioning in the respective field.
- Ensure respect of PUI security protocol by M&E team and in coordination with LRO.
- Ensure data quality;
- Participate in training/information sessions on the data collection to be carried out;
- Respect the rules of neutrality and the dignity of the respondents during the collection;
- Respect the time limit for each question;

- Write a daily report in the required format;
- He/she can be a potential focal point for PUI Beneficiary Feedback Mechanism. If it's the case, his/her task is to receive and record beneficiaries feedback and inform immediately the BFM Focal point.
- In coordination with MEAL Manager and the MEAL Officers, support in lessons learned and best practises.

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the MEAL department and the mission needs. The employee could be requested to perform other tasks as his/her line Manager may judge necessary.

REQUIRED SKILLS

Qualifications and Technical experience/knowledge and skills:

- Intermediate institute certificate or equivalent
- Willingness to travel to field sites
- Good physical and mental health
- Able to work under pressure
- Strong empathy, understanding of and sensitivity to specific needs of most vulnerable populations
- Teamwork and good interpersonal and listening skills
- Flexibility (multi-tasking)
- Adaptability
- Good communicator; negotiation skills
- Accuracy
- Ability to work under stress

Language skills:

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

Computer skills:

- Computer and information technology literacy; excellent working knowledge Word is required.

Other required skills:

- Work in line with PUI Data protection SOPs with strong understanding of data confidentiality and security principles.
- Ability to work with people from various cultural groups and background.
- Ability to work in structured manner and independently with limited oversight.
- Demonstrated knowledge of conducting qualitative and quantitative data collection, including mobile data collection is a valuable asset;
- Experience in conducting participatory assessments and surveys is a valuable asset;
- Knowledge and experience regarding Humanitarian Accountability Partnership Standards (HAP) is a valuable asset.
- Clear understanding of Core Humanitarian Standards (CHS) is a valuable asset;



JOB TITLE : Monitoring, Evaluation Accountability and Learning (MEAL) support , based in Lattakia

Dear Appicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/e/1FAIpQLScVUc_7gIV5QiDCBxifjSE8GV4FpTmPh7VHhaF-9Yz-IXM95g/viewform?usp=sf_link

(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

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 17TH OF September 2022.