

**DEADLINE :** 03 August 2024

**NO OF REQUIRED EXPERT :** 2

**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**

Education Field Assistant is responsible for providing administrative assistance and field monitoring in the schools and areas where Education department carries out its activities.

## **RESPONSIBILITIES AND TASKS**

### **1- Assists in the preparation phase of the activities:**

- Conduct needs and capacity assessments when requested;
- Assist in the organization planning activities during the session, and provide PR
- Assist in the registration and selection of beneficiaries and submit the collected data the available templates by the education team per each activity such as Student Data Table, Normal Shift School Information Table, and RC School Information Table

### **2- Provides administrative assistance and field monitoring during the implementation of Education activities:**

- Attend PUI Education activities in the field and ensure the smooth and proper functioning and implementation of activities;
- Monitor Educationa ctivities, track progress using the weekly report form and inform PUI about accidents, incidents, problems, difficulties, or suggestions during implementation Report to Education Officer any misconduct or complaint from students using the Weekly Report Form or any other available channel Collect the Education beneficiaries' information and provide an updated Student Database, follow up on any changes in the beneficiaries' data, and report it.
- Monitor Education beneficiaries' attendance when they are enrolled in Education activities, and identify reasons for absenteeism/dropout using all available requested forms.
- Monitor and evaluate beneficiaries' progress and reflect the results using the (Pre-Post Test table, Students Results Follow up Form, and RC & CC MoM Form);

# EDUCATION FIELD ASSISTANT BASED IN LATTAKIA

- Monitor teachers and administrative staff attendance, and prepare their attendance sheets using the (Teachers Attendance Sheets Form);
- Evaluate teachers and inform PUI on the need for replacing any teacher using the (Weekly Report Form);
- Ensure compliance of PSS and education trainers to contractual conditions;
- Cooperate with school staff and support them in organizing administrative issues related to the PUI's Education activities;
- Maintains good relations with the teachers and admin. staff at the schools;
- Assist the Social Counselors in following up the beneficiaries;
- Carries out recreational activities inside the schools and share the (Open Day Plan & Report);
- Assist in organizing Education supporting activities;
- Assist in organizing various surveys and evaluations, conduct them, and deliver the collected data using the evaluation forms adopted by PUI
- Perform data entry duties related to applications, evaluations, impact studies, questionnaires, and any other data entry issues including the provision of inputs for the (Final report and Data Base);
- Contact stakeholders as requested.

### 3- Assist in the logistical aspect of the activities:

- Assist in organizing and following up the distribution of student kits, school supplies, and any other supplies to students and schools and share the (Distribution report) with PUI;
- Assist in the procurement of materials for all planned activities.
- Collect the technical requirements for education activities and submit them to PUI.

### 4- Provide internal reporting of the activities:

- Submits weekly reports concerning the activities he/she is in charge of, or any other requested report such as the (Weekly Report, CBI Report, Open Day Report, Awareness Session Report, Distribution Report, and Success Stories Template).

### **REQUIRED SKILLS:**

#### ➤ **Language skills:**

- Good Level of English and Arabic languages

#### ➤ **Computer Skills:**

- Proficient user of MS.Office (*Word, Excel, PowerPoint and Internet Explorer*)
- Photography & Photo Editing skills

#### ➤ **Educational level:**

- Bachelor degree in Social science, Education or any related field.

#### ➤ **Technical skills:**

- Minimum 1 Year of experience in the field of Education preferably with INGOs
- Organizational skills
- Monitoring skills.
- Consolidation and reporting writing skills
- Representation skills
- Good communication skills
- Problem solving skills

#### ➤ **Other required skills:**

- Autonomy

## **EDUCATION FIELD ASSISTANT BASED IN LATTAKIA**

- Understanding of Humanitarian Principles, IHL, CHS
- Ability to work under pressure
- Initiative, creativity, and innovation
- Knowledge of PUI and understanding of PUI Syria strategy
- Completion of sphere standards course is an asset.

Dear Applicant,

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

[Education Field Assistant - Lattakia](#)

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.

**Important note:**

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.