

**Job Title: Nutrition Project Manager**

**Starting Date: 27/03/2023**

**Application Deadline: 04/04/2023**

**Duty Station: Hajja**

**Project: Nutrition**

**Females Applicants are welcome and encouraged to join the call**

### ***About VHI***

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at [www.vision-hope.org](http://www.vision-hope.org).”

### ***Job Overview/Summary:***

Under the supervision of VHI Yemen’s Head programs, the Nutrition Manager will be responsible for the planning, implementation, and monitoring of the nutrition activities in Hajjah and Hododida

### ***Responsibilities:***

#### ***A. Technical***

1. Provide technical supervision of, and technical support to nutrition programming activities at HFs and TFCs.
2. Be responsible for the implementation, management and supervision of VHI nutrition project in Hajjah and Hodida Governorates, in line with VHI nutrition strategy and project plan and according to humanitarian, national and international standards.
3. Ensure that all nutrition activities are consistent with established standard methodologies.
4. Conduct monthly field trips to nutrition facility locations to ensure all activities are carried out as per national guidelines and meeting VHI standards.
5. Be responsible for the collection and timely reporting of data and statistics for programs with national, internal, and donor requirements.

6. Oversee the process of data collection, collation, analysis, and dissemination to meet the requirements and deadlines set by VHI and/or OCHA.
7. Ensure accurate and timely reporting of activities for internal and external reports (e.g. weekly, monthly, quarterly and final reports) as requested by Hop and donors.
8. Ensure that regular monitoring and evaluation assessments are conducted both against project objectives and to ensure the quality of the programme, with reports being made, feedback provided, and action identified.
9. Ensure all partners, including VHI, MoPHP and donors are provided with updates, following the established reporting structures.
10. Provide input into the integration of beneficiary participation and accountability in all aspects of the project and ensure appropriate follow-up and decision-making on data relevant to VHI nutrition programs.

### ***B. Staff development and Management***

1. Facilitate regular team meetings with the assigned nutrition team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work.
2. Manage and oversee the assigned nutrition team including recruitment, day-to-day management, development and training, appraisals, etc.
3. Ensure the assigned nutrition team members receive relevant and appropriate training, coaching and supervision in order to develop their personal and professional skills, knowledge and understanding. This may be through on-the-job training and/or taught sessions and/or online training.
4. Ensure appropriate support by mentoring through regular field visits.
5. Promote the health, wellbeing and security of the nutrition team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices.

### ***c. Financial Management***

1. Ensure that any activities requiring the handling of VHI money are carried out in line with VHI procedures and all paperwork is completed accurately and in a timely manner.
2. Work with the relevant field managers to plan and manage nutrition budgets.

### ***D. Communication and Coordination***

1. Represent VHI at relevant local level coordination meetings involving local authorities ,and Ministry of Public Health and Population (MOPHP).
2. Represent VHI in the Nutrition Cluster or Sub-cluster.
3. Collaborate with other sectors to ensure a broad approach in line with VHI's Program Framework principles.
4. Coordinate and liaise with members of the VHI management team and nutrition team to ensure all objectives of the nutrition program are met.
5. In coordination with any relevant M&E staff, follow up community concerns and issues raised through feedback or complaint mechanisms.
6. Report any security incidents or concerns to the Security Focal Point in Sanaa

#### ***E. Quality management:***

1. Promote and use the VHI intranet, technical reference library and other operating procedures, ensuring that all standardised formats are used, and guidelines are followed.
2. Implement relevant policies and standards relating to health service delivery including Sphere and CHS standards, Ministry of Public Health and Population and donor guidelines and other good practice.
3. Participate as requested in VHI internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices.
4. Oversee (as required) exit interviews and other feedback or assessment mechanisms and incorporate findings and recommendations into work.

#### ***F. Logistics***

Manage the correct and timely ordering (within budgetary constraints) of all necessary medicines, supplies and equipment for the assigned health facilities and activities, ensuring minimum stocks are maintained and items are stored and distributed correctly

#### ***Job Requirements:***

- That the applicant has a qualification in medicine, health or nutrition (necessary)
- 5 years or less experience in humanitarian work in the management of nutrition or health programs, especially in maternal and child health services.
- Proficiency in the English language (written and spoken) and in Arabic language (written and spoken) is required.

## ***How to Apply***

- please Use this link to apply for the position: [Click Here](#) or link here : <https://forms.office.com/r/YzYaUbuCLT>  
**Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Experience certificates send them via email to: [Recruitment.Yemen@vision-hope.net](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email **as Nutrition project manager** Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.