

Job Title: Distribution Team Leader

Starting Date: 23/05/2023

Deadline: 29/05/2023

Duty Station: Mahweet

Project: RRM

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.”

Responsibilities

- Carry out RRM distribution activities in the targeted locations according to the project plan and quality standards.
- Create and maintain relations with local authorities and external actors to guarantee access to beneficiaries.
- Ensure a close follow-up of IDPs influx in (Mahweet)governorate with coordination with local authorities.
- Ensure the availability of all equipment and materials necessary for successful implementation of RRM distribution project.
- In line with RRM Manager, ensure that the distribution points are suitable, safe, and accessible for all beneficiaries
- Ensure that the distribution security plan is adhered to in all distribution points.
- Monitor and review the overall movement of RRM Kits such as delivery, storage, and transport in the distribution points and verify if the received amounts have properly matched the total number of Households planned to be assisted.
- Check storage of commodities is properly undertaken in an organized manner at distribution points to enable smooth distributions.
- Ensure that the assisted beneficiaries are receiving the granted assistance hand to hand.

- Provide technical support to casual labors and monitor them through the distribution.
- Ensure providing lessons learned and project success stories on a monthly basis.
- Ensure that distribution staff are adherent to all VHI policies and operational procedures as well as donors' regulations.
- Make sure that beneficiaries' lists are being uploaded on the online system by Data Entries on time.
- Actively participate in monthly planning of RRM activities and weekly review of achievements and constraints; and feedback accordingly.
- Actively monitor and report to the Project Manager on the on-going security environment within the operational area.
- Identify potential problems in the distribution and discuss remedial action with project management.
- Make sure distribution list and other project documents are safely kept and archived in the assigned districts.
- Prepare daily and weekly reports of RRM distribution activities to project management by their due dates.
- Any other tasks assigned by RRM/VHI Management

Required qualification and Skills:

- Bachelor's degree in a related field & Diploma or higher degree.
- Minimum 2 years of relevant experience within the humanitarian field or working with NGOs.
- Very good knowledge in using Microsoft Office (Excel, Word, Teamsetc.)
- Good writing, speaking in English language.

Additional job responsibilities:

- Joining date: As soon as possible.
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Additional Considerations:

- The Project Assistant must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

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, and Experience certificates
send them via email to Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as
Distribution Team Leader_ Al-Mahweet
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.