

Job Title: Field Monitor (Nutrition)(2)

Starting Date: 13 June 2023

Deadline: 21 June, 2023

Duty Station: one in Abs district at Hajja Governorate and one in Al-Qanawis district Hodeida Governorate

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.”

Job Description

The Field Monitor will be responsible for monitoring and supervising the project activities in Health facilities, Mobile Team MT, the Health Points within the targeted districts in Hajjah and Hodeida Governorates. He \ She will work under direct supervision of the MEAL Officer to whom regular reports and certain data should be submitted and will work closely with the Field supervisors and provide the required support. Field Monitor will monitor the activities and performance of the Health workers and Community Health Volunteers in the Health facilities, Mobile Team MT, the Health Points and coordinate with other field staff to ensure highest quality of services provision and activities implementation..

Duties & responsibilities:

- Work closely with the MEAL Officer to prepare monthly field visits plans to the districts Health facilities, Mobile Team MT, the Health Points with clear objectives and checklists.
- Work in close collaboration with the Field Supervisors and the Community Health Volunteers (CHVs) to conduct registration and verification of Nutrition beneficiaries using the standard registration materials and guidelines in close collaboration with local Community Committees.

- Assist and accompany the MEAL Officer during field visits and provide the needed support as requested.
- Participate in the regular evaluation sessions with the project team and support the MEAL officer in the collection of obstacles, recommendations, and lessons learned.
- Ensure that VHI's Accountability to Affected Population (AAP) is mainstreamed among the project activities; Complaints and Feedback Mechanism (CFM); Information Sharing and beneficiaries awareness of their rights and the project activities; the Do No Harm principle and Community Engagement.
- Submit weekly reports to the MEAL officer including checklists of field visits to Health facilities, Mobile Team MT, and the Health Points and follow-up and fix all issues observed and reported in close coordination with the Field Supervisors under the supervision of the MEAL Officer.
- Ensure high quality of implementing the project activities of conducting the registration and verification of Nutrition beneficiaries using the standard registration materials and guidelines according to VHI, MoPHP and donor standards.
- Participate in the regular on-site monitoring and capacity building trainings for the Community Health Volunteers by the Field supervisors.
- Conduct regular visits to the districts and warehouses to check the medicines, supplies and commodities, the applied archiving system of the medicines, supplies and commodities movement and the status of the warehouse documents.
- Collect the complaints forms from the complaints boxes in each Health facilities and the Health Points regularly.
- Organize the Health facilities, Mobile Team MT, and the Health Points to ensure safety and protection of beneficiaries.
- Monitor the dispatch process from warehouses to Health facilities, Mobile Team MT, and the Health Points and ensure its accomplishment within the planned timeframe.
- Conduct Focus Groups Discussion with beneficiaries for information sharing about the project activities, targeting criteria, and the Complaints and Feedback Mechanism, as well as to obtain lessons learned.
- Check the collected Community Health Volunteers monthly reports to the Field Supervisor using MoPH&P standard reporting format in its due time.
- Check the Health facilities, Mobile Team MT, and the Health Points records, reports and documents and coordinate to deliver them to the Data Entry of the project.

Vision Hope International e.V. is registered with the city courts of Freiburg/Germany (VR 270382) and is accredited by the fiscal authorities' in Emmendingen/Germany as a non-profit and charitable organization (Tax number 05070/50969).

- Maintain proper filing systems and storage of all project documents, reports and other relevant technical materials (both hard and soft copies).
- Comply with VHI policies and procedures with respect to code of conduct, child protection, equal opportunities, security and safety, and other relevant policies and procedures.
- Commit to the humanitarian principles of strict neutrality, religious and political impartiality and non-discrimination.
- Perform any other related tasks as requested by the direct supervisor.

QUALIFICATIONS AND SKILLS:

- Diploma or higher degree in public health, nutrition or any other related field.
- A minimum of one year work experience in the field and working with NGOs. Nutrition work experience is preferred.
- Good English language, especially written English.
- Excellent computer skills and Microsoft Applications especially Excel.
- Strong knowledge of the project districts and rural communities.
- Ability to perform under pressure and work from the field.
- Excellent communication, interpersonal and negotiation skills.

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 Officer 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, 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 **Field Monitor _ Hajja. Field Monitor _ Hodiedah**
- 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.