

**Job Title: Field Supervisor (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](http://www.vision-hope.org)."

### **Job Description**

The field supervisor will be responsible for managing and supervising the project activities within the targeted district. He \ She will work under direct supervision of the Nutrition Project Officer to whom regular reports and certain data should be submitted. The Field supervisor will supervise the Mobile team, Health Workers, Community Health Volunteers, health Points, Warehouses' keepers and other field staff within the targeted district.

### **Duties & responsibilities:**

- Be responsible for the Nutrition activities within the targeted district.
- Liaise with the District Health Office, General Manager, Authorities, Leaders and Local Community for establishing and implementing the project activities. Ensure best level of coordination and prevent any duplication in support at all levels of project activities.
- Prepare and submit the list of district Community Health Volunteers involved in the project with support of District Health Office according to the MoPHP guidelines at the first month of the project.

- Prepare and submit the list of district health workers involved in the project with support of District Health Office according to the MoPHP guidelines at the first month of the project.
- Manage and coordinate the work of Field Monitors, Health Workers, Community Health Volunteers and other support laborers and strictly following their performance to ensure high quality implementation according to VHI and donor standards.
- Oversee the whole activities progress in the targeted district and compare it regularly to the project indicators targets to ensure their timely achievement.
- Implement trainings for Health Workers and Community Health Volunteers when needed and coordinate with all concerned authorities for its facilitation.
- Facilitate orientation and training to the project teams in the targeted district and conduct regular on-site monitoring and capacity building trainings for the Health Workers, Community Health Volunteers and Warehouse keeper.
- Collect data regularly from the supported Health Facilities, Mobile team, Health Points, Community Health Volunteers and warehouse and report them to the Nutrition Project Officer using VHI standard reporting formats and timing; including both narrative and statistical types of reports.
- Detect, report and positively solve field obstacles and problems keeping the project services provision uninterrupted.
- Ensure the correct recording and documentation of all project activities and monthly submit success and interest stories to the Nutrition Project Officer.
- Submit all the needed documents for the releasing financial to as requested.
- Conduct regular meetings with project beneficiaries, local authorities and community members at large to ensure that the project goals, objectives, activities, targeted beneficiaries complaints \ feedback mechanism and channels and entitlement of each beneficiaries are well understood.
- Oversee medicine stocks and prepare daily and monthly distribution reports.
- Supervise the Complaint and Feedback Mechanism (CFM) at field level.
- Facilitate and report the field monitoring visits from VHI, Ministry of Public Health & Population (MoPH&P), donor or third parties staff.
- Organize and participate in external meetings with Community Leaders, NGOs, Community Committees and other district parties as needed.
- Cooperate with VHI Logistic, Finance, and Human Resources departments in order to facilitate field activities.

- 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 required.

### ***QUALIFICATIONS AND SKILLS:***

- University degree in public health, nutrition or any other related field.
- A minimum of 1-year work experience in the field and 6 months working with local communities and NGOs. Nutrition work experience is preferred.
- Native Arabic with good English, both written and spoken.
- Demonstrated ability to report using nutrition standard forms with gender-disaggregated data.
- Good computer skills particularly in Microsoft Applications.
- Knowledge of the humanitarian situation in the project-targeted governorates.
- Strong knowledge of the assigned districts and rural communities.
- Ability to perform under pressure.
- Excellent communication, interpersonal and negotiation skills.
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### ***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***

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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).

- 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 **Field Supervisor\_ Hajja. Field Supervisor\_ 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.