

Job Title: Nutrition Project Officer

Starting Date: 13 June 2023

Deadline: 21 June, 2023

Duty Station: Hajja or Hodiedah

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 Nutrition Officer is responsible to Oversee implementation of project activities in nutrition(CMAM). She/he will be involved in training, supervising and assisting nutrition field staff to ensure the best possible nutrition services are delivered to children U5. She/he will work in constant collaboration with VHI Nutrition Project Manager, District and Governorate Ministry of health staff, the DHO, other local authorities and community members in order to share nutrition issues so as to improve/promote the nutrition of the vulnerable groups from the targeted communities.

Duties & responsibilities:

- Assist the project manager in managing the project activities at field and ensure smooth implementation of the project plans and related arrangements.
- Coordinate with local authorities, GHO, SCMCHA and other concerned parties regarding the project initiation, implementation and supervision.
- Coordinate with other Non-Government Organizations (NGOs) working in Health and Nutrition projects at Governorates level and share notes and where necessary plan jointly.

- Attend all related coordination meetings/forums at Governorate level and provide feedback to other staff and the line supervisor.
- Provide technical support, guidance and capacity building to the project field staff (Field Supervisors, Field Monitors, Health Workers, Warehouse Keeper and Community Health Volunteers) on effective implementation of the project at field level.
- Supervise the distribution of medicines, supplementary food to children under 2 years and Pregnant and Lactating Women (PLW) as per the CMAM guidelines.
- Work closely with other NGOs at the level of targeted districts to ensure smooth implementation of project component, timely registration of project beneficiaries and issuance of proper project identification documents.
- Timely request of all required medicines, nutrition commodities on a monthly basis or as advised to ensure timely implementation to avoid any obstacles, using, reviewing and compiling the field supervisors related documents.
- Monitoring and tracking all medicines, supplies and nutrition commodities issued to field to ensure they reaches the intended final health facilities, health points and mobile team and that the same reaches the intended beneficiaries.
- Conduct frequent field supervisory visits to the targeted districts Health Facilities, Mobile team MT and Health Points to ensure that project activities are implemented as per the Project planned and agreement.
- Submit daily/weekly/monthly reports to the Nutrition Project Manager and received weekly/monthly report from Field Supervisor and send them to the Nutrition Project Manager.
- Compile and submit on a timely manner both VHI and donor reports with assistance from other appropriate project staff i.e. monthly nutrition reports (CMAM database, CHVs database, VHI MEAL Dept.), monthly progress report, Stock Report, Quarterly/Annual donor reports.
- Provide regular and timely updates to VHI Nutrition Project Manager and the rest of the project management team on progress, priorities and constraints both verbally and in writing.
- Compile documentation of best practices and lessons learnt within the organization and with other stakeholders in the project areas.
- Maintain proper filing systems and storage of all project documents, reports and other relevant technical materials (both hard and soft copies).
- Report any problems in a timely manner to the Nutrition Project Manager and Field Office Manager and react properly for solving them.

- Cooperate with VHI Logistics, Finance, Admin, and Human Resources departments in order to facilitate field activities.
- Perform other relevant duties as assigned by the Direct Supervisor.

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree in nutrition or a related Field is Required.
- 3 Years of Experience of working in Nutrition Officer Positions, Preferably in Humanitarian NGOs.
- Excellent English and Arabic Languages (Writing and speaking) are required.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Reporting skills are required.

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 **Nutrition Project Officer**

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.