

Title: Education Project Manager

Starting Date: 14/09/2023

Deadline: 24/09/2023

Duty Station: Aden/Hays

Status: Full-Time

Female 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 Education Project Manager/Engineer will be responsible for All engineering aspects in the education project from encompassing design, Bill of Quantities (BOQ), and technical implementation, among other responsibilities. The position is instrumental in identifying, implementing, monitoring, and reporting on construction project activities within designated districts.

The role of the Education Project Manager/Engineer is to plan, implement, and manage projects in Hays district, in Hudaydah governorate, according to strict deadlines and within the allocated budget. This includes acquiring resources, coordinating closely with all partners, stakeholders, and beneficiaries in the targeted Areas, including appropriate staff in the organization on the progress of the project, and coordinating the efforts of team members in order to deliver the project according to its plan. The Project Manager/Engineer will also define the project's objectives and oversee quality control throughout its life cycle review the quality of work completed with the project team on a regular basis to meet the project

Duties and Responsibilities

1. 1 Project Planning:

- Develop a detailed project plan, including activities, timelines, and resource requirements.
- Collaborate with project staff to develop monthly and quarterly work plans aligned with annual priorities.

2. Staff Management:

- Provide training to team members to enhance their skills and understanding of their roles and responsibilities within the project.

- Conduct regular meetings with team members to assess progress, address challenges, and provide guidance.

3. Project Implementation:

- Compile Bills of Quantities (BoQs) in both English and Arabic languages, draft tenders, conduct quality checks, and handle contracts if required.
- Ensure the accuracy and reliability of all construction-related documentation, such as BoQs, construction designs, and work plans.
- Support the implementation of community activities, including engaging with parent and student councils, as outlined in the project proposal.

4. Monitoring of Project Activities:

- Develop a monitoring and evaluation framework plan for the project, including indicators, targets, and data collection methods by collaborating with the Monitoring, Evaluation, Accountability, and Learning (MEAL)
- Conduct field visits to supervise project activities, identify constraints, ensure adherence to operational processes, and provide technical support to the project team.
- Monitor the progress of project activities, identify bottlenecks, and take corrective actions as necessary.
- Report project risks and update risk registers, following the communication plan.
- Enhance accountability mechanisms to ensure transparent and effective reporting to both donors and VHI.

5. Financial and Administrative Management:

- Develop procurement plans for the project, **ensuring** quality and assisting the purchasing manager in preparing technical specifications and procurement procedures.
- Develop and manage the project budget, including a tracker, and monitor financial resources, manage the project budget, expenses according proposal plan, and report expenses.
- Adhere to OCHA rules, regulations, and policies, as well as VHI's Code of Conduct.

5. Coordination and Communication:

- Function as the primary channel of communication linking the VHI program, relevant departments, contractors, and stakeholders, such as the Education Office, Department of Education, Ministry of Education, Education Cluster, and other INGOs, as well as the project beneficiaries.
- To be good communication with Donor and good following to OCHA GSM according to VHI policy
- Coordinate closely with the Head of Program for any difficulties related to project implementation and propose solutions, while keeping the program manager informed.
- Coordinate with field office on administrative and operational matters.

6. Project Reports:

- Write monthly, quarterly, or annual reports on activity implementation according to the requirements of the donor, program management, or as requested by the program manager.
- Prepare quarterly reports for government authorities as necessary.

Education And Skill Requirement:

- Educational Background and A Bachelor's degree in Engineering.
- Proficiency in both written and spoken English and Arabic is required.
- Strong understanding of gender-responsive and inclusive education approaches
- A minimum of three years of relevant work experience.
- Technical Skills:
 - a. Proficiency in Project Management
 - b. Proficiency in project management software and tools.
 - c. Familiarity with Bills of Quantities (BoQs) and tender processes.
 - d. Master-level expertise in Microsoft 365.

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 Education Project Manager 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 Education 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.