

**Job Title: Field Monitor**

**Starting Date: 5/10/2023**

**Deadline: 15/10/ 2023**

**Project: Livelihood & Agricultural Project**

**Location: AL-Khabt AlMahweet**

**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](http://www.vision-hope.org).”

***Job Description***

The Field Monitor will be responsible for monitoring and supervising the project activities in project site locations in AL-Khabt district Mahweet Governorate. 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 project staff in the field and office and provide the required support.

***Duties & responsibilities:***

- Monitor the implementation of the project activities at the field level using standardized monitoring and evaluation checklists to assess the overall progress of the project
- Handling the complaints and ensuring in coordination with the MEAL Officer/complaint officer that the complaints are followed up and resolved by the project team or the concerned staff.
- Assist in verifying and submitting the data shared from the provision sites on a daily, weekly, and monthly basis.

- Participate in data collection for several types of assessments (Market assessments, baseline/end-line surveys, PDMs, DDMs, AIM ...etc.) and ensure all the data enumerators are well-trained on the tools used according to the MEAL Plan and guidelines.
- Monitor and review the delivery and distribution of non-food items, and verify that the related data management and reporting are accurate
- Support in the verification of the beneficiaries to ensure the identification and selection of the BNFs according to the criteria
- Support to track the progress of activities, challenges encountered, lessons learned, and good practices and Compile collected data, pictures, and other information from the field.
- Pass on any information or problems to his/her direct supervisor concerning his/her task.
- Provide feedback to the project team based on the field monitoring visits.
- Support the Supervisor to ensure that beneficiaries' access to the service provider guarantees protection and gender sensitivity in the field key activities
- Work closely with the project team to follow up on the implementation of Income income-generating activities and support the implementation of livelihood capacity-building training for the target beneficiaries at the field level.
- Implementation of sensitization activities for targeted communities about complaints mechanisms and protection
- Assist and accompany the MEAL Officer during field visits and provide the necessary support as requested.
- 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.
- Perform any other related tasks as requested by the direct supervisor.

• **QUALIFICATIONS AND SKILLS:**

- Diploma or University degree.
- One year of relevant professional experience in a similar setting and capacity will be preferred.

- Experience with participatory methodologies, monitoring, and reporting.
- Good English language, especially written English.
- Good 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:***

- 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 field monitor 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](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email as **Field Monitor \_ AL-Khabt Mahweet**
- Only short-listed candidates will be contacted.

