

Title: Project Coordinator

Starting Date: 03/10/2023

Deadline: 14/10/2023

Duty Station: Aden– Hays

Status: Full-Time (70%)

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.”

Duties and Responsibilities

Activity Implementation:

- Ensure the timely and high-quality delivery of project activities according to the implementation plan.
- Develop a detailed work plan and coordinate project activities.
- Assist staff in creating weekly work plans and provide performance reviews.
- Ensure the project is implemented within budget, timeline, and quality standards.
- Develop transportation plans and coordinate procurement requests.
- Monitor project invoices and ensure timely release, signing, and submission of payments to the finance department.

Staff Management:

- Conduct regular team meetings and provide support to staff members.
- Ensure staff understanding of responsibilities and tasks.
- Provide training and feedback to enhance staff capabilities and development.
- Prepare and submit monthly reports on project progress.

Reporting:

- Ensure complete and timely reporting of Education project activities, meeting minutes, and submit them to line managers.
- Produce all relevant documents according to VHI standards.

Coordination:

- Coordinate with the Hays education office to obtain necessary permits for team movements, project distribution, and implementation of Education project activities.
- Regularly monitor and review security status, liaise with local authorities and security bodies, and represent VHI at meetings.
- Coordinate with local authorities, community leaders, and relevant stakeholders for project implementation.
- Collaborate with education personnel at various levels to engage with children and parents and monitor the project's impact on education access and quality.
- Coordinate with the project manager to address field-related problems and find appropriate solutions.

Monitoring, Evaluation, Accountability, and Quality:

- Collaborate with the MEAL team to implement monitoring and evaluation systems at project sites.
- Conduct regular field monitoring visits and report findings.
- Monitor Hays Education project activities to ensure quality programming and reporting.
- Implement proposed monitoring systems and tools in compliance with guidelines.
- Involve communities throughout all project phases.

General:

- Promote the use of VHI Cloud Documentation and adhere to VHI policies and practices, including child protection, code of conduct, health and safety, and equal opportunities.
- Perform any other tasks assigned by the relevant line manager.

Education And Skill Requirement:

- Three Years Working in a relative field with NGOs - (working for INGOs is an advantage)
- Bachelor's Degree preferably in administration or Management
- Medium English Language written and speaking
- Good Computer skills - (MS Office)

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 Coordinator 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 **Project Coordinator**
- 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.