

Job Title: FSAC Project Officer

Starting Date: 5 Oct 2023

Deadline: 15 Oct 2023

Duty Station: AIMahweet

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 FSAC Officer is responsible to Oversee implementation of project activities in the Food Security and Community Livelihoods project She/he will play a pivotal role in supporting the implementation, training, supervising, construction, and assisting field staff to ensure the best of our FSAC project activities implemented with good quality also he will be responsible to follow up all implementations (construction activities, Training, and Micro business, etc.) in project location are implemented according to donor criteria

Duties & responsibilities:

- Assist the project manager in preparing technical studies and managing soft components and Micro business sector of the project.
- Collaborate with the project manager in managing the project activities in the field and ensure smooth implementation of the project plans and related arrangements.
- Coordinate with local authorities, Vocational & Educational Ministry, SCMCHA and other concerned parties regarding the project, implementation, and supervision.
- Foster collaboration with other Non-Government Organizations (NGOs) working in FSAC sector at Governorate 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 (community mobilizer, Field Monitor, Warehouse Keeper and staff along with project) on effective implementation of the project at field level.
- Collaborate closely with other NGOs at the level of targeted districts to ensure smooth implementation of project components, timely registration of project beneficiaries, and issuance of proper project identification documents.
- Conduct frequent field supervisory visits to project locations and ensure that project activities are implemented as per the Project plan and agreement.
- Submit daily/weekly/monthly reports to the Project Manager and receive weekly/monthly reports from Field Supervisor and send them to the Project Manager.
- Provide regular and timely updates to VHI Project Manager and the broader 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 FSAC Project Manager and Field Office Manager and react properly to solve them.
- Cooperate with VHI Logistics, Finance, Admin, and Human Resources departments to facilitate field activities and follow up project financial summaries.
- Perform other relevant duties as assigned by the Direct Supervisor.

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree in technical field or field technical experience.
- Three Years of Experience of working in FSAC 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.
- Excellent communication and interpersonal skills.

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).

- Ability to explain problems simply and clearly.

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 **FSAC 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.