

Title: Program Officer

Starting Date: 27/11/2023

Deadline: 04/12/2023

Duty Station: VHI CO/ Sana'a

Status: Part-Time 50%

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:

We are seeking a dynamic and motivated Program Officer to join our team. As a Program Officer, you will play a vital role in planning, implementing, and evaluating programs and projects to achieve organizational goals and objectives. Your main responsibility will be to ensure the successful execution of programs and monitor their progress.

Duties and Responsibilities

The Program Officer works under the supervision of the Head of Programming to implement the responsibilities below.

- Collaborate with the program team to develop program objectives, strategies, and action plans.
- Assist in the design and development of program activities, ensuring alignment with organizational goals and target outcomes.
- Manage program budgets, track expenses, and ensure cost-effective utilization of resources.

- Coordinate and oversee program implementation, including organizing and conducting workshops, trainings, and events.
- Monitor program progress and evaluate outcomes to assess effectiveness and make recommendations for improvements.
- Prepare regular reports on program activities, achievements, challenges, and lessons learned.
- Maintain strong relationships with program partners, stakeholders, and beneficiaries, ensuring effective communication and collaboration.
- Support the development and implementation of monitoring and evaluation frameworks and tools.
- Stay updated on relevant trends, research, and best practices in the program area.
- Assist in grant writing, proposal development, and fundraising efforts.
- Any task requested from him by the Head of the Programs Department

Education And Skill Requirement:

- Bachelor's degree in a relevant field (e.g., social sciences, international development, etc.). A master's degree is preferred.
- Proven experience in program management, preferably in a nonprofit or development organization.
- Strong project management skills, including planning, coordination, and implementation.
- Knowledge of program monitoring and evaluation techniques.
- Excellent organizational and time management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.

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:

- Program 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, 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 **Program 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.