

**Job Title: Project Coordinator**

**Starting Date: 12/12/2023**

**Deadline: 17/12/2023**

**Duty Station: Al-Hodeida/Raymah**

**Status: Full-Time**

**Project: FFA/FFT Project**

**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. We aim 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)."

### ***Responsibilities***

1. Overall management of project-related activities, including:
  - Developing, following up, and revising project work plans, budgets, spending, and procurement plans.
  - Conducting field visits to cash outlets, Accountability & Compliance Centers, and Targeted IDPs camps.
  - Supervising staff, providing indirect oversight, and capacity-building.
2. Coordinate with other departments:
  - Collaborate with supply chain, logistics, MEAL, and finance departments to ensure seamless and timely delivery of program supplies and activities.
3. Regularly review project data:
  - Ensure accurate data collection.
  - Analyze data to meet donor targets, identify key trends in beneficiary targeting, and identify improvement opportunities.
4. Reporting:

- Draft reports in English for internal and external submission, including monthly reports to the VHI CO Grants & Reporting team and quarterly/final reports for donors.
- Draft monthly and quarterly reports in Arabic for local authorities.
- Develop required daily, weekly, monthly, and quarterly narrative reports/updates.
- Ensure proper use of report formats and timely submission.
- Assist Program Manager in developing the final project report.
- Coordinate with the MEAL department to generate lessons learned and project success stories.

5. Stakeholder coordination:

- Liaise with key stakeholders, including local and national authorities, project donor representatives, service providers, and coordination forum representatives.
- Ensure compliance with VHI's internal policies, donor and clusters' regulations, and international humanitarian standards.

6. Leadership and field visits:

- Provide strong leadership to project team members, including the data management team and field team.
- Conduct regular field visits to provide coaching, mentoring, engage with project beneficiaries, and evaluate project progress.

7. Project management support:

- Meet regularly with the Project Manager to discuss progress, new activity rollouts, and seek technical guidance or support.
- Support the development of key technical tools in coordination with the Project Manager and department heads.
- Attend internal and external coordination meetings as required.
- Ensure quality control of VHI interventions within the project in cooperation with the MEAL Department.

**Team Management & Capacity-Building:**

8. Direct supervision and support:

- Provide direct supervision to key project staff members, including Project Officers and Project Admin Assistant.
- Conduct weekly meetings/check-ins, regular field visits, and develop/follow-up on work plans and performance appraisals.

- Support direct supervisees in managing field staff/indirect supervisees and flag concerns to the Project Manager and HOP.

9. Capacity-building:

- Identify capacity-building needs for direct and indirect supervisees.
- Work with the Project Manager to devise individual and team-level capacity-building plans.

10. Policy adherence and communication:

- Ensure adherence to all VHI policies and procedures.
- Foster a positive and inclusive environment with clear communication channels.

11. Other tasks:

- Perform any other tasks assigned by the direct supervisor.

***Required qualification and Skills:***

1. A bachelor's degree in administration or a related field is required.
2. 2 years of administrative/HR assistant experience.
3. Knowledge of labor laws and employment regulations is a bonus.
4. Excellent written and verbal English Language.
5. Works well under pressure and meets tight deadlines.
6. Computer literate with capability in email, 365 MS Office especially Excel.
7. Fantastic organizational and time management skills.
8. Good communication and problem-solving skills.
9. Ability to accurately follow instructions.

***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, Personal ID, 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 **Project Accountnat**  
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.