

Job Title: Project Manager

Starting Date: 26/6/2025

Application Deadline: 9/7/2025

Duty Station Al Mahwit Office

Status: Full time

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:

Milhan Integrated Lifesaving support Project Manager will be based on Mahwit office which will be responsible for project management. Responsibilities include managing timelines, tracking progress, generating reports, and addressing challenges. The role involves liaising with clusters to foster collaboration. Additionally, the Project Manager oversees budget alignment, conducts field supervision, and supports gap analyses to enhance humanitarian response.

He/s is also responsible for reporting all project activities according to the timeline and within the allocated budget. He/s is fully responsible for following update of GSM of OCHA, Moreover, he/s has to coordinate closely with all team members, stakeholders, and beneficiaries in the targeted Areas.

Duties and Responsibilities

1- Project Planning:

- Project manager will be responsible for all VHI integrated Lifesaving support project for all project sectors (Health, Nutrition, WASH and FSAC)
- Organize planning meetings with relevant parties to develop an annual action plan and budget, including specific milestones.
- Monitor project activities and progress, ensuring adherence to quality standards.
- Review and manage operational plans based on funding agency requirements.
- Prepare monthly and quarterly work plans aligned with annual priorities.

2- Budgeting Management:

- Supervision Budget tracker ensures no overspent-on budget line.
- Work and oversee the budget line.
- Ensure spending budget aligns with VHI policy and donor guidance.

- #### **3- Staff Management:**
- Ensure staff understand monitoring and evaluation methodologies and meet reporting requirements.

- Enhance team members' skills through training and capacity building.
- Provide guidance and support to the project team, contractors, and consultants.
- Conduct regular meetings to assess progress, address challenges, and offer guidance.
- Define roles and responsibilities, evaluate performance, and communicate with the program manager.

4- Monitoring of Project Activities:

- Follow up and work on a monitoring plan and analyze program data for regular reporting and observe MEAL tracker plan, IPTT etc.
- Conduct field visits to monitor project progress and identify constraints.
- Ensure outputs align with the approved work plan and share lessons learned.
- Collaborate with the monitoring to compile success stories.

5- Risk Management:

- Report security challenges promptly and manage project risks.
- Update risk registers and monitor events as per the communication plan.
- Manage issues and change requests, maintaining an issue log.
- Prepare and submit reports on progress, risks, issues, and expenditures.

6- Purchasing and Project Budget Management:

- Ensure fair and transparent procurement, logistics, and financial management.
- Procure goods and services, develop procurement plans, and maintain quality.
- Monitor financial resources, manage project budget, and report expenses.
- Coordinate with program and finance managers on financial matters.

7- Project Reports:

- Prepare project progress reports on activities, risks, issues, and expenses.
- Comply with donor requirements and reporting templates.
- Respond to information requests from various stakeholders.

8- Rules, Regulations, and Policies:

- Adherent to OCHA rules, regulations, and policies.
- Follow financial and administrative rules during project operations.
- Comply with VHI's Code of Conduct.
- Adherent to VHI policy.

9- Stakeholder Engagement:

- Represent VHI in coordination forums and working groups.
- Communicate and exchange experiences with partners and stakeholders.
- Participate in meetings and report on project activities.
- Ensure community participation and address the needs of vulnerable groups.

10- Coordination and Communication:

- Keep the program manager informed and maintain an issue log.
- Coordinate with field offices on administrative and operational matters.
- Conduct coordination meetings and maintain communication channels.

Education And Skill Requirement:

- University degree in Health, Engineering aspects or any Tertiary qualification in a relevant equivalent
- Full experience in implementation integrated project for multi sector as this project includes (FSAC, Health, Nutrition and WASH).

- A minimum of three years of relevant work experience.
- Full professional proficiency in written and spoken English, including the ability to communicate complex technical information in a clear and concise manner.
- Excellent computer skills, with proven proficiency in 365 MS Office tools.
- Strong project management skills, with the ability to plan, execute, and deliver projects on time and within budget.
- Professional experience in writing reports for donors, including the ability to communicate technical information clearly, concise, and engaging.
- Ability to work both independently and as part of a team, under tight deadlines.

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 related to project requirement.

Additional Considerations:

- The Project Manager 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 Project Manager
- 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.