

Job Title: Health assistant

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:

The Project Health and Nutrition assistant will be responsible for overseeing the implementation of the project health and Nutrition sectors of YHF VHI project in Milhan seven Health facilities such MSP, provision medicine, outbreak, IMCI, Support Women & Reproductive Health, IYCF and support health facilities with operations and incentives etc. This role involves coordinating with local Health office and ensuring that Health and Nutrition activities are met within the specified timeframe and align with project objectives in proposal. The Project Health and Nutrition assistant will work closely with the Project officer and other project members to ensure the successful execution of the project and ensure that Health and Nutrition sectors activities are implemented with qualified way.

Duties and Responsibilities

- Follow up Health and Nutrition sectors and ensure all these sectors' activities are implemented as planned with quality, aligning with project workplan and project objectives.
- Work with the project technical team to ensure the smooth implementation of the work plan.
- Follow up the supportive supervision activities (quarter plans, contracts, reports and payments).
- Follow-up the integration of health and nutrition programs in the targeted health facilities.
- Conduct field visits and follow up the project activities as required.
- Prepare monthly report, follow up HFs report and support the respective members with required tasks in preparation donor reports.
- Communicate with local counterpart authorities on project feasibility and effectiveness, including monitoring the supply flow and other non-supply assistance.

- Follow up and collect the data for weekly, quarterly, and final reports and share them with the line manager.
- Follow up the requests/distribution of the supplies (medicines and related needs), prepare a distribution plan and supervise the distribution activities
- Assess supply chain needs in targeted health facilities as well as the health offices at governorate and district level.
- Support and follow up all the project related procurement, logistic and financial requirement.
- Perform any other tasks assigned by the project officer or project manager.

Education And Skill Requirement:

- At least diploma degree Health or a related field.
- Minimum of 3 years of relevant experience in humanitarian or development projects.
- Prior experience supporting project implementation,
- Very good in English; written and spoken
- Excellent computer literacy and administrative skills. 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 the project requirement and project Health and Nutrition activities align with project YHF proposal.

Additional Considerations:

- The Project Health and Nutrition assistant 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](https://forms.office.com/r/YzYaUbuCLT) 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 Health and Nutrition assistant 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