

Title: Project Coordinator

Starting Date: 14/07/2025

Deadline: 19/07/2025

Duty Station: Alkhukhah District

Status: Full Time

Project: WASH Life-saving Response to vulnerable communities.

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 Coordinator will lead the planning, implementation, and oversight of all WASH project activities in Alkhukhah and Alwa'arah projects under the WASH project (Alkhukhah District). S/he ensures that activities are delivered on time, within budget, compliant with donor regulations and VHI standards align with our safeguarding and quality-assurance policies. The coordinator will supervise field staff, coordinate with local authorities and support emergency preparedness and response efforts.

Duties and Responsibilities

- Develop monthly work plans based on the master plan, in consultation with respective Members.
- Coordinate and oversee the implementation of all WASH activities, ensuring deadlines, workplan and technical standards are met.
- Ensure safeguarding and quality standards at all intervention sites.
- Prepare weekly, monthly, quarterly, mid-term, final and donor reports, highlighting successes, challenges, and variances against work plans.
- Facilitate coordination with government aspect, NGOs, and community leaders to secure support and access.
- Conduct performance reviews and support professional development plans.
- Participate in team reviews of results and project progress.
- Represent VHI with government agencies, NGOs, and other stakeholders to enhance the cooperation between VHI and these actors.

- Actively participate and provide leadership in coordination forums and working groups.
- Follow up on project activities to ensure they will be implemented aligned with project plan.
- Monitor the project budget tracker and ensure expenditures align with the original budget lines.
- Supervise project staff in the field and participate in VHI internal meetings.
- Participate in all project related action, such as rehabilitation, promotion, formation & training committees, hand over to contractor, initial receipt and final report for the project.
- He /She will be the main responsible of implementation project as per project proposal.
- Provide full support for VHI departments to follow up the project activities.
- Perform any other task related with project to enhance project impact.

Qualifications:

- Bachelor's degree in engineering science, or a related field.
- Minimum of 2 years of experience in programmes within humanitarian or development contexts.
- Strong understanding of community-based WASH approaches and accountability mechanisms.
- Good communication and interpersonal skills.
- Ability to work effectively with diverse communities and stakeholders.
- Strong command of Microsoft Office applications, including Word, Excel, and PowerPoint, as well as proficiency in using Teams and Outlook for communication, task management, and virtual meetings.

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.
- 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, 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 Agricultural 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.