

Vacancies jobs

Requesting Organization	Sama Al-Yemen Development Foundation (SAMA)
Project Title	Shelter/ NFIs / CCCM responses for the Most Vulnerable IDPs and affected people
Period of project	15/10/2018 - 14/08/2019

Staff

1.1 Project Manager (1)

- He / She will be follow , monitor and evaluation all activities of project implementing , based in Sana'a and motioning , following all activities in Project.

- He/ she will be responsible for all activities in the project, planning, monitoring and reporting. He/she will be at least 7 years

experience

- Working in Humanitarian projects and have at least bachelor degree.

- We be also the supervision on project in directly way through the period of projects , we will explain the role of project manager

as the following:

- The first & direct responsible person of implementing project activities towards donor
- Representing the project legally towards all parties
- Capacity building and support provision including supervision & directing project implementing team.
- Setting & confirming project policies & plans.
- Contacting & coordinating with state authorities regarding project issues
- Supervising & organization of project activities & events.
- Ensuring efficiency and accuracy in project events implementation as well as commitment to scheduled related plan.
- Signing all project contracts
- Revising and confirming project reports before being sent to donor.
- Signing project documents
- Solving problems that hinder project progress
- Performing related tasks

Salary

It is calculated in a monthly rate unit cost included (salary, social security, medical , life insurance, hazard pay, and Eid bonus).

1.2.Financial manager (1)

- He / She will be based in Sana'a.

- He / She will be responsible for preparing financial spreadsheets, reports and proposals for the use of junior and senior financial managers during the period of project .

- Responsible for the financial side of the project
- Following up the financial file with the funder
- Drafting & setting the project financial reports for submission to project manager
- Preparing statement ,receipts , documents and issuing checks
- Following bank account and doing needed settlings with conformity
- Recording and setting financial operations according to the project forms
- Preparing salaries lists, petty cash documents & other financial related records
- Drafting & implementing procurement plan
- Organizing the accounting software so the project financial data will be input separately

Cost is calculated in a monthly rate unit cost included (salary, social security, medical, Eid benefit and life insurance, hazard pay, etc.).

You'll need a bachelor's degree in finance plus about three years of related work experience to become a financial assistant.

1.3. Filed Coordinator (2)

He/ She will be responsible for project activities in the fields during the period of project . they will be in Dhamer, and Marib governorates

- In charge of technical side of the project.
- Following project technical side with the donor.
- Setting monthly/quarterly project work plan.
- Logistics preparation and various project events implementation.
- Contacting & coordinating with project related authorities.
- Following up and contacting with trainers, experts and so on to implement contracts plus receiving related materials.
- Monitoring project administrative decisions implementation
- Preparing beneficiaries and participants lists in project events in coordination with project manager
- Stationary & other needed materials identification & provision.
- Performing required related tasks.

Cost is calculated in a monthly rate unit cost included (salary, social security, medical and life insurance , hazard pay, etc.).

He/she will be at least 5 years

experience working in Humanitarian projects, and have at least bachelor degree.

1.4. Project Assistant (1)

This position are based in filed to assist coordinating and implementing activities .

- Setting monthly/quarterly project work plan.
- Logistics preparation and various project events implementation.
- Contacting & coordinating with project related authorities.
- Following up and contacting with trainers, experts and so on to implement contracts plus receiving related materials.
- Revising and confirming project reports before being sent to Project Manager .
- Solving problems that hinder project progress

Cost is calculated in a monthly rate unit cost included (salary, social security, medical and life insurance , hazard pay, etc.).

1.5. Financial Assistant Accountant (2)

- They will be in Amran, Dhamer, Marib , and Al-Jawf governorates, they Relies as much on administrative skills as accounting knowledge and understanding of financial concepts. Relies on knowledge of accounting terminology and accounting systems. Follows the direction and judgment of financial Manager.

Accounting Assistant Job Duties:

- Enter and code financial transactions appropriately.
- Process payments as well as documents like invoices.
- Reconcile invoices received with departmental billings.

- Issue invoices to customers based on services rendered and/or goods sold.
- Make and track payments.
- Review employee expenses and make reimbursements.
- Make bank deposits and keep up records
- Track expenses as they relate to specific projects and jobs.
- Validate invoices against items or services received .
- Check all financial transactions for accuracy
- Key data into company accounting system
- He / she has 2-3 years of experiences work and degree required, Two-year degree in accounting, bookkeeping, or related field preferred.

1.6. Distribution Officers (10)

They will be in Marib . Dhamer governorates

- They are responsible for registration, distributing cards and investigation of the identify of Beneficiaries and work as a monitor with supplier through voucher distribution .As well as , they will work on the Post distribution monitoring in the field .
 - the Cost is calculated in a monthly rate unit cost included (salary, social security, medical and life insurance, hazard pay, etc.).
 - They insure the protection concept in good manner during registration, distributing cards and distribution Items.
- They will help Special needs (handicapped, female headed households, and expectant mothers) in each distribution centers.

1.7. Secretary (1)

He / She a person, usually an official, who is in charge of the records, correspondence, minutes of meetings, and related affairs of an organization project , do routine work in a business office, usually involving taking dictation, typing, filing, and the like. Also ,All the secretarial work related to the project.

He /She has a bachelor's degree in related filed and about two years of experience . Also the secretary will print the documents related to the project and reports

Responsibilities :

- answering calls, taking messages and handling correspondence.
- maintaining diaries and arranging appointments.
- typing, preparing and collating reports.
- filing.
- organizing and servicing meetings (producing agendas and taking minutes).
- managing databases.
- prioritizing workloads.
- liaising with relevant organizations and clients.
- coordinating mail-shots and similar publicity tasks.
- if more senior, recruiting, training and supervising junior staff.

1.8. Co-coordinator of Sana'a Sun-National Cluster or Shelter/NFI/CCCM (1)

She will be accountable to the Shelter/NFI/CCCM Cluster Coordinator (who is accountable to the Cluster Lead Agency (CLA) and consequently the Humanitarian Coordinator), Shelter/NFI/CCCM Cluster membership and the affected population

the subnational Cluster Coordinator will fulfill the following tasks:

- Coordinate adequate service delivery among partners engendering complementarity and harmonisation of approaches in line with the Shelter / NFI / CCCM Cluster's strategy, standards and guidelines.
- Lead and coordinate the sub national cluster to advocate for and facilitate service delivery to affected populations and ensure gaps/issues are resolved with a solutions oriented approach.
- Regularly liaise with local Authorities, other Subnational Clusters and relevant stakeholders to advocate for and facilitate the work of the Shelter/NFI/CCCM Cluster and its Partners.
- Provide inputs to the Shelter/NFI/CCCM Cluster strategy SitReps, advocacy notes and products when requested by the National Cluster Coordinator and seek support to develop products locally .
- Validate Shelter/NFI/CCCM reports and activities when requested by the National Cluster's information manager and provide feedback accordingly. Information management is centralized at national level as long as there is inadequate capacity at subnational level to decentralise gathering and analysis of data.
- Ensure particular attention and support is provided to vulnerable groups in line with Protection standards, respecting their rights and obligations and ensuring that their voices are heard. Support the Shelter/NFI/CCCM Cluster to realise its commitments on protection, gender and accountability to affected populations.
- The duration of Co-coordinator will be for 12 months OCHA grant will cover for 9 months and SAMA will cover for 3 months .

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The application and interview will be in Tuesday 13.NOV.2018 at 9 AM in Sama Al-Yemen Development Foundation office(Sana'a – Al-Dairi St. in front of AL-JAZEERA BROS Exchange company - Al-Saydi Building 2nd floor)