

JOB DESCRIPTION

Job Title:	Programme Support Officer - Yemen
Location:	UK or Yemen
Reporting to:	Programme Manager
Line Management Responsibility:	None
Type of position:	Yemen Country Programme
Grade and Salary:	Saferworld Grade D UK: from GBP 30,132 Yemen: from USD 23,130
Contract terms and hours:	Full-time role with initial 12-month fixed term contract (part-time applications could be considered)

Background

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

About the Yemen Programme

The Yemen Programme was established in 2010, and has the following areas of focus:

- Youth, Peacebuilding and Governance. Working with youth groups on local level peacebuilding initiatives in Yemen and the establishment of inclusive, fair and transparent governance systems.
- Gender, Peace and Security. Working with local and national activists to address women's safety and security concerns as well as looking at security provision for women and women's role in peacebuilding.
- Community Peacebuilding. Working with communities to mitigate the impact of conflict and improve local resilience, including through better local governance.
- Civil society strengthening. Supporting local organisations initiatives to strengthen community cohesion and peacebuilding efforts.
- The programme seeks to achieve change in these three areas through working with local communities and initiatives, national civil society and government stakeholders and international actors, including linking local voices and needs to national and international forums.

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We are an equal opportunities employer and are committed to creating an inclusive environment for all employees. We celebrate difference and applications are actively encouraged from individuals from diverse backgrounds.

Job purpose

Under the supervision of the Programme Manager, the aim of the role is to ensure that the project managers, Programme Manager, Finance Manager and Country Manager have up to date project and grant information, by ensuring that monitoring, compliance and reporting frameworks are up to date. Furthermore, the role will be responsible for collecting and collating grant reporting information from Project Managers and partner organisations.

This role will support programme and grant management processes within Saferworld's Yemen programmes to ensuring systems, processes and workflows are working to ensure contractual compliance, the delivery of high-quality donor reporting. The role will also support programme development in Yemen, and at times the broader middle East and North Africa, team and work flexibly across Yemen and the MENA region to support programme development, implementation, grant management, and donor reporting, research and advocacy.

Roles and responsibilities:

1. Grant management support

- Follow systems, processes and workflows for grant management and compliance, including highlighting potential improvements to the Programme Manager
- Coordinate the donor reporting process within the Yemen programme – including working with the Project Managers and Finance team to ensure they produce and draft timely and accurate narrative and financial reports
- Review and collate narrative project reports
- Support the Programme Manager to ensure submission to donors of timely financial reports, payment requests and updated budget forecasts and amendments for approval.
- Support the Programme Manager with communications with donors
- Support the Programme Manager with grant set up and closure, particularly in relation to identifying and tracking compliance, and financial and reporting deadlines
- Coordinate the preparation and collation of information for the monthly grant management meetings with the Finance Manager and respective Project Managers, to ensure that they have reconciled finances, recorded progress to date, identified issues and opportunities, and update the respective project plans.
- Ensure all donor and project documents are filed so that up-to-date information is available for the whole team
- Provide support to Project Managers to ensure their project plans are following compliance obligations set by Saferworld and donors'

2. Programme Management Support

- Support the Programme Manager with programme development, strategy, coordination and project integration
- Perform financial analysis and produce summaries for management
- Ensure team timesheets are up to date and filed
- Support the preparation, delivery and recording of 6-monthly learning and review sessions
- Support the Programme Manager to turn programme learning into action
- Coordinate team-wide follow-up action tracking mechanics
- Support the improvement of partnership relationship management tools and systems
- Support the improvement of team electronic and physical infrastructure

3. Contribute to wider strategy and programme development

- Support the Yemen team and the Programme Development Advisor with funding proposal development
- Support the development of country-level strategies
- Coordinate periodic updates from the Yemen country programme to the Saferworld head quarters
- Support country team and programme improvement initiatives
- Carry out, and support, research, scoping, communications and advocacy projects as requested

Key working relationships

- **Yemen Programme Manager** (line manager), as closest working relationship, support the efficient and effective delivery of programmes.
- **Yemen Country Manager**, support to strategic development and learning initiative and funding proposals
- **Yemen Finance Manager**, coordinate on, and seek inputs for processes for new and closing grants, and monthly project financial updates.
- **Yemen Project Managers**, coordinate on, and seek high quality inputs for new and closing grants, and monthly project progress and financial updates.
- **External stakeholders** – Maintain communications with donors for reporting, compliance and administrative matters.

Scope and accountability

Decision making and limits of authority	
Financial resources	<ul style="list-style-type: none"> • Responsibility for reviewing and working on financial reports; • No financial sign off authority
Other resources	<ul style="list-style-type: none"> • Responsibility for ensuring key information on grants is regularly updated and easily accessible by Yemen team and key staff in finance and fundraising. • Responsibility for coordinating, reviewing and collating project reports
People management	<ul style="list-style-type: none"> • None
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Responsible for supporting the Programme Manager on communicating donor compliance requirements effectively to programme and finance staff.

Person specification**Knowledge, qualifications and experience****Experience**

- Proven experience of working with and analysing complex project budgets, preferably in an INGO setting
- Proven experience of report writing as well as collating disparate inputs for project reports
- Experience working with complex financial information, with great MS Excel skills
- Experience with monitoring, evaluation and learning approaches
- Experience in developing and maintaining systematic and transparent records in order to keep track of projects and for accountability and auditing
- Experience coordinating across a team setting
- Exposure to values-based partnership work between international and local organisations and communities
- Experience of involvement in auditing process (desirable)

Knowledge

- Financial systems and processes
- Planning systems and processes
- Challenges faced in project implementation in complex environments
- Good understanding of Yemen (desirable)

Skills and abilities

- Fluency in English (spoken, and in particular writing and editing skills)
- Fluency in Arabic would be a strong advantage
- Excellent writing skills, including report writing, formatting and coordination
- Excellent numeracy skills with an ability to understand and explain complex budgets
- Excellent MS Excel and Word skills
- Very strong communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing

- Strong interpersonal and people skills, with proven ability to build effective relationships with staff and partners organisations
- Strong planning skills
- Ability to work in a non-partisan and neutral manner, particularly in high-stress and highly politicised environments, appreciating gender, cultural and ethnic diversity

Personal qualities

- Commitment to peacebuilding, justice, human rights and the pursuit of peaceful lives for all in Yemen and the Middle East and North Africa region.
- Commitment to combating systems of gender inequality, structural racism and sexism and other forms of power structures that lead to the exclusion/oppression of certain groups (including people with disability).
- Commitment to the vision, mission and values of Saferworld.
- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk (Ref: Yemen-Programme-Support)

Deadline for applications: 28 September 2022

We only accept completed application forms so please do send your CV