

## JOB DESCRIPTION

<b>Job Title:</b>	Yemen Project Officer
<b>Location:</b>	Aden / Taiz
<b>Reporting to:</b>	Project Manager
<b>Type of position:</b>	National Position
<b>Grade and Salary:</b>	A competitive INGO salary will be offered
<b>Contract terms and hours:</b>	37.5h a week; 1 year fixed term contract with possibility of extension dependent on funding

### 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 has been working on conflict prevention issues with Yemeni civil society organisations (CSOs) since 2010. Effective partnerships that benefit everyone are central to our strategy, approach and to how we work. With partners, we support women, youth and community groups in their efforts to build peace and respond to the impact of the war. Together, we identify and address safety and peace building needs.

### Job purpose:

To contribute to the implementation of projects and engagement with partners within Saferworld's Yemen programme, All projects are centered around the following themes: community level peacebuilding programming, supporting Yemeni CSOs in fulfilling their own vision and mission, civil society networking, and supporting gender transformation and youth leadership.

The project officer role requires establishing good working relations with partners, establishing contacts and engaging with authorities and linking with other teams and related projects across Saferworld to share best practices and lessons learnt.

The position is based in Aden or Taiz and requires spending time with partners in the project areas, as well as representing the project at the governorate level.

## **Roles and Responsibilities**

### **1. Planning and implementation of project activities:**

- Ensure project partnership principles are respected within the project by:
  - Working with Yemeni organisations based on principles of equal partnership, setting high value on supportive and mutual learning relationships.
  - Acting as regular liaison with partner organisations, including setting up regular coordination calls.
  - Being available to partners on the communication channels most suitable for them.
  - Supporting partner organisations with capacity development plans under the guidance of the project manager.
- Support the delivery of project objectives by:
  - Supporting the partners and the project manager in the development of workplans.
  - Supporting the partners in the implementation of the activities, based on partners needs and the guidance of the project manager (e.g., this might include reviewing of community-based micro and small grant proposals).
  - Leading on the logistical planning and implementation of workshops.
  - Supporting MEL activities for projects including tracking project quantitative data, supporting partner organisations in outcome harvesting, drafting case-studies, and identifying learnings, challenges and potential adaptations.

### **Financial management and financial reporting**

- Review partner financial reports and ensuring adherence to budget systems including coding systems, procurement regulations and documentation.
- Support partners and the project manager in the development of relevant budgets.

### **Donor narrative reporting**

- Review partner organisations' narrative reports and engaging with them on feedback.
- Supporting the Project Manager in ensuring donor compliance is met with regards to the implementation of programme objectives, and in gathering data and information from partners towards completing donor reports.

### **Support the functions of the Yemen/MENA team:**

- Participate in team meetings.
- Provide administrative support on digital file management.
- Work on annual plans and other organisational processes as needed.
- Engaging with Saferworld's core teams on generating communications outputs and contributing to advocacy strategies and plans.

Responsibilities might change depending on changing priorities.

### **Key working relationships**

- SW Yemen team in Aden
- SW MENA team in London

- SW partners
- Local authorities

### Scope and accountability

<b>Decision making and limits of authority</b>	The Project Officer operates under the authority and supervision of the Project Manager
<b>Financial resources</b>	N/A
<b>Other resources</b>	Shared responsibility for storing, organising and sharing Yemen Programme-related information through Saferworld's cloud based SharePoint service.
<b>People management</b>	N/A
<b>Legal, regulatory and compliance responsibility</b>	Ensure Saferworld complies with donor regulations as well as regulations in Yemen regarding programme approvals.

### Knowledge, qualifications and experience

- A strong understanding of the conflict context in Yemen, including conflict dynamics and actors at community, national and regional/international levels, civil society space, key political, social and economic issues, and peacebuilding/conflict prevention measures.
- Minimum 1 year experience working in international development, peacebuilding, civil society or related issues.
- Ability to work on his/her own, with proven track record of working effectively as part of a team.
- Experience of making logistical arrangements including preparing budgets for events.

### Skills and abilities

- Good facilitation skills
- Fluency in written and spoken Arabic and English
- Good communication skills, written and oral;
- A positive problem-solving approach;
- Enthusiasm to learn and apply new skills;
- Good interpersonal communication and team-working skills;
- Ability to work under pressure;
- Expertise on security and justice, conflict and development issues
- Expertise on research and analytical skills

### Personal qualities

- Commitment to being in solidarity with partners
- 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
- Commitment to the vision, mission and values of Saferworld
- Flexibility and adaptability

### **Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: YPO22)

**Deadline for applications: 23 March 2022**

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.

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