

JOB DESCRIPTION

Job Title:	Project Coordinator (Yemen)
Location:	Yemen, Aden
Reporting to:	Project Manager
Type of position:	National Position
Grade and Salary:	Grade D1, Salary from USD 28,447 per year (gross)
Contract terms and hours:	37.5 hours per week; fixed contract for 1 year, with potential for renewal after 1-year subject to funding and performance.

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 one of Saferworld Yemen's Project Managers, the aim of this role is to contribute to the implementation of projects, including significant engagement with Saferworld's programme partners. The Project Coordinator role requires establishing good working relationships with partner organisations and civil society organisations, establishing contacts and engaging with authorities and linking with other teams and related projects across Saferworld to share best practices and lessons learnt.

The role holder will work with across the Yemen team but will work closely with staff working on other projects, as well as staff from finance and operations teams.

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

Roles and Responsibilities**Planning and implementation of project activities:**

- Ensure project partnership principles are respected within the project by:
 - Working with Yemeni organizations based on principles of equal partnership, setting high value on supportive and mutual learning relationships.
 - Acting as primary liaison with partner organisations, including setting up regular coordination calls or other communication channels that most suitable for them.
 - Supporting partner organisations with capacity development plans.
 - Answering emails and other inquiries in a professional and timely manner.
- Support the delivery of project objectives by:
 - Supporting the Project Manager and partner organisations to develop workplans and conduct budget revisions.
 - Actively monitor CSOs/partners projects activities, while ensuring to provide them with quality and timely support, providing observations and constructive feedback to the Project Manager.
 - Supporting partners with implementation of project 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, budgets, reviewing risk analysis, safety plans, etc, and providing advice)
 - 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 ensure adherence to budget systems including coding systems, procurement regulations and documentation.
- Support partners and the project manager in the development of relevant budgets.
- Follow up with CSOs/partners on submission of monthly financial report and supporting documentation, for donors' monthly report.
- Follow up with the finance and operations teams regarding partners disbursements.

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.
- Follow up with CSOs/partners on submission of monthly/quarterly narrative reports and supporting documentation.

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.
- Engaging with Saferworld's core teams on generating communications outputs and contributing to advocacy strategies and plans.

Responsibilities will change depending on changing priorities.

Key working relationships

- Saferworld Yemen team in Aden
- Saferworld Yemen team in London
- Saferworld partners in Yemen
- Local authorities

Scope and accountability

Decision making and limits of authority	N/A
Financial resources	N/A
Other resources	N/A
People management	N/A
Legal, regulatory and compliance responsibility	Ensure Saferworld complies with donor regulations as well as regulations in Yemen around 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 3 years' experience working with INGOs.
- Minimum 2 years' experience working in international development, peacebuilding, civil society or related issues.
- Minimum 2 years' experience in project coordination, including monitoring and evaluation.
- 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.
- Solid computer skills in programs including MS Word, Excel, PowerPoint, and Outlook.

Skills and abilities

- Strong facilitation skills
- Strong proficiency in spoken and written English
- Excellent proficiency in spoken and written Arabic.
- Excellent written and verbal communication skills
- A structured and organised approach to work
- A positive problem-solving approach;
- Enthusiasm to learn and apply new skills;
- Good interpersonal communication and team-working skills;
- Ability to work under pressure;
- Preferable experience on security, justice, conflict and development issues
- Research and analytical skills

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> and send to jobs@saferworld.org.uk (Please use the email subject "YE-Project-Coord")

Deadline for applications: 12th March 2023, with interviews will be via Zoom.

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