



Program Coordinator Yemen

OFFER SUMMARY

- **Type of contract** : CDD – Usage
- **Expérience** : Atleast 3 years in Project Planning, Budget Holding, Proposal & Report Writing in an INGO
- **Place** : Aden

Created in 1991, Secours Islamique France (SIF) is an international non-governmental relief and development organization (NGO). SIF acts in strict neutrality, without distinction of origin, gender or religion, and is dedicated to alleviating the suffering of the world's most destitute populations.

Secours islamique France is looking for a Program Coordinator M/F for its mission based in Aden, Yemen.

Yemen is considered by the UN as the country with the worst humanitarian crisis in the world. Established in the country since 2019, SIF has helped 1610 internal displaced people by implementing food security, sanitation and water accessibility. In the midst of Covid, SIF helped distribute 400 emergency hygiene kits and spread awareness Campaign.

The Program coordinator will be part of the coordination team (Finance , logistics, HR) and under the supervision of the Head of mission and in functional link with the HQ and the Field.

Main Principles :

- **Contribute to the elaboration of the mission's operational strategy: context analysis and its evolution, elaboration of problem trees and proposed solutions, needs assessment analysis, proposal of new actions, budgeting and HR dimensioning.**
- **Supervise the implementation of the projects: planning of activities, follow-up of the implementation, collect of sources of verifications.**
- **Provide leadership and management to the program team**
- **Manage the program budgets : regular monitoring of the expenditure states according to the allocated budgets and programmatic forecasts, validation of the expenditures he is responsible for.**
- **Elaborate activities monthly reports for the Head of Mission.**

The tak list is neither exhaustive or restrictive and is evolving according to the needs of the organisation.



Profile

KNOWLEDGE / SKILLS :

- **Minimum 3 years of previous experience in humanitarian work,**
- **Experience of strategic thinking, including identifying, analyzing, problem solving and responding to opportunities and challenges and the ability to translate these into practical plans of action.**
- **Knowledge and experience of project planning and budget holding ; proposal and report writing.**
- **Solid skills regarding project management tools (Logical Framework analysis, project cycle management, objectives and indicators etc.)**

KNOW-HOW / SOFT SKILLS :

- **Leadership skills and a supportive management style (experience managing national and expatriate staff)**
- **Strong communication skills, with excellent written and spoken English (and desirably French and/or Arabic)**
- **Ability to understand the cultural and political environment and to work well with partners including local authorities.**
- **Excellent representation skills**
- **Experience of working within an insecure environment with responsibility for security planning, monitoring and management**
- **Confident and proficient in the use of MS Office, especially Word and Excel**
- **An understanding of and commitment to SIF's mission and values**

Conditions :

- **Starting date : 01/08/2024.**
- **French fixed term contract : 6 months.**
- **Remuneration according to our salary grid.**
- **Monthly perdiem/guesthouse**
- **Health insurance (SIF contributes to 60% of the insurance).**
- **Rapatration insurance (100% covered by SIF)**
- **R&R to your homecountry covered by SIF after 6 months of mission**
- **Leaves every 3 months.**



SIF's Commitment :

Since it was founded in 1991, Secours Islamique France has believed that diversity is a source of wealth. That's why we consider all applications as long as they have the skills required for the position in question.

Our NGO is particularly concerned about the ethical and deontological dimensions of all its activities. We therefore reserve the right to systematically check criminal records during the recruitment process, in accordance with current legislation.

In line with this policy, SIF has zero tolerance for any type of fraud, corruption, moral harassment, abuse or violence of any kind whatsoever, and, more generally, any breach of legislation, regulations or the code of conduct established internally.

As SIF is a humanitarian NGO, the "Do no harm" principle is central : we ensure that the respect and safety of the children we support in our projects is a primary consideration for all our employees and partners. Our charter is a real commitment: we mobilize all our staff to promote, disseminate and respect the principles laid down.

Do you recognize yourself in this profile and support our commitments ?

Come and join our chain of solidarity by applying for this job vacancy to the following e-mail address:

recrutement.international@secours-islamique.org