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| **Post Title:** | Vocational literacy Program Manager |
| **Location:** | Social Fund for Development (SFD) – Headquarter, Sana'a-Yemen |
| **Duration:** | Consultant Service Contract 1 year including three months probationary period**;** (with potential renewal for 4 years) |
| **Time Commitment**  | Full time ( 8 Eight hours per working day ) |
| **Supervisor** | SFD Education Unit |

**Program Summary**

Vocational Literacy Program for poverty reeducation (VOLIP is a five year program jointly funded by the Islamic bank and OPEC, with total amount of $ 21.4 Million USD and implement by The Social Fund for Development (SFD). The objective of the project is to contribute to the reduction of rural poverty in four governorates (Lahj , Al-Hudaidah, Sana'a Governorates and Al-Mukal city) through empowering poor rural families with literacy proficiency, market oriented vocational training , entrepreneurial skills, and access to microfinance and business counseling services.

The Project Manager is expected to employ a collaborative approach to ensure that the different components are integrated and that inputs from as wide a cross section as possible are incorporated to facilitate successful implementation of the programme. He/she will be responsible for providing critical technical input into project implementation and overall management and supervision of the project. He/she will manage and provide overall operational leadership and supervision for the Project Management Team at SFD headquarters and branches, including project preparation, design and implementation of pilots and scaling-up to all target governorates.

The Program Manager will manage the program activities on a daily basis in close cooperation with the Program management team , Field Coordinators and national counterparts .

**Duties and Responsibilities**

Project and Line Management

* Provides Strategic Leadership to Project Implementation and oversight for the following key functions and activities of the program.
* Oversee financial management and reporting of the project, and management of the available funds for the program together with the Accounting Officer, and submission of timely financial reports to the head of the SFD Education Unit
* Hire and Manage program staff and consultants
* Ensure systems and processes are in place for effective quality assurance of the project in line with requirements of both SFD and Donors.
* Insure Synergy between programme components as well as the experiences from participating Partners (Local and International )brought to bear in project implementation

### Operational:

* Developing results-based Annual Work Plans that clearly set out the quarterly and output targets, indicators, activities, resource requirements, and budget;
* Effective supervision and guidance to project personnel in ensuring effective programme implementation;
* Set-up and Implementation of a comprehensive Monitoring and Evaluation system for the project and regular monitoring of activities;
* Management of financial , procurement and human resources according to SFD Manuals , rules and regulations for implementation;
* Preparation of quarterly , annual and as and when required progress reports detailing progress against the output targets, and the activities undertaken in support of these; including accounting for all the disbursements, and financial audits.

### External Relations:

* Develop strong working relationships with all the partners and stakeholders Ministry of Technical Education and Vocational Training, Ministry Of Education and Literacy and Adult Education organization) at Central and local levels on all elements necessary for successful implementation of the programme
* Develop and implement Communication strategy to ensure that programme results are known and understood by a wide constituency.

## Profile required for the Project Manager

SFD is looking for qualified Yemeni Nationals with the following attributes:

**EDUCATION**

* University degree (Master’s Degree is advantage) in Education ,Business Administration or a related field.

**Experience:**

* At least three years of experience in analytical and practical work in such areas as (a) Poverty alleviation programs (b) Youth-oriented programs in vocational training and entrepreneurial skills, and access to microfinance and business counseling services
* experience of managing donor-funded international aid projects in Yemen;

**Knowledge**

* Specialist knowledge in the area of Education & vocational training and Microfinance
* Strong understanding of national policies, strategies, and program for poverty reeducation

**Competencies**

* Ability to lead strategic planning, results-based management and reporting;
* Ability to innovate and propose new approaches
* Ability to deal with emergencies and stressful situations at any time.
* Consistently approaches work with energy and a positive, constructive attitude;

**Skills**

* Leads teams effectively and shows conflict resolution skills;
* Demonstrates strong writing, facilitation, and presentation skills;
* Communicates clearly and effectively with others
* Negotiation skills
* Experience and proficiency in the use of computers and office software packages

**Language Skills**

Fluency in written and verbal English and Arabic is required. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively

**Working Conditions**

Normal office environment, however, due to nature of activities and areas where we operate, the position will likely have to work in below average/difficult working/ travel (locally and abroad) / and accommodation conditions.

**Salary, and package of benefits :**

* Salary (including social security, life insurance) will be attractive, according to working experience and qualifications.
* Training opportunities abroad and locally will be available.

**Application Process**:

1. Application should consist of a one page cover letter, and should include the applicant’s interest and suitability for the position, earliest date of availability to begin work with the VOLIP program.
2. Detailed Resume or CV and should include the applicant’s detailed work and educational history and experiences
3. Fill the SFD application form; which will be available on SFD website (www.sfd-yemen.org), under the forms section at the following link (www.sfd-yemen.org/content/26/71) during the advertising period of the position.
4. Applications should be submitted to **Miss Raja Al-Gbari ,** Education **Project officer; e-mail:** raghbary@sfd-yemen.org; ra\_aghbari7@yahoo.com ; the subject line of the email should be the name of the position being applied for.
5. Applications submitted after March 25th , 2014 will not be considered.  Only short listed eligible candidates will be contacted.