



Job title	<b>Project Manager - Yemen (SMART)</b>
Department	Programmes
Organization	Action Against Hunger Canada
Direct Supervisor	Regional SMART Advisor
Location	Amman, Jordan
Type of position	Fixed Term Contract - 24 months

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergencies linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

Since 2007, Action Against Hunger Canada has provided leadership on the development and implementation of one of the world's leading nutrition survey methodologies: SMART (Standardised Monitoring and Assessment of Relief and Transition). The project has built the capacity of over 1,500 health workers around the world on how to apply this methodology when conducting nutrition and mortality surveys.

The SMART global project works closely with the Global Nutrition Cluster membership to ensure the accessibility of a wide range of tools, technical guidance and learning on the methodology. All SMART initiatives are targeted towards humanitarian and development stakeholders conducting surveys using the methodology. Strategically the global project aims to:

- Contribute to innovative research and development for the advancement of new contexts, target populations and technology for nutritional assessments;
- Provide high quality technical training and learning activities on nutrition assessments;
- Increase the global awareness of the methodology and advocate for the usage of it as the predominant nutrition survey methodology;
- Leverage new partnerships within the humanitarian, development and private sector to support the broader goals of the project.

**About the role**

As part of the global strategy and deteriorating humanitarian crisis in Yemen, the SMART initiative aims to provide dedicated technical support to Ministry of Public Health and Population (MoPHP) and Nutrition Partners in Yemen for ensuring quality nutrition and mortality data collection, analysis and reporting. Specific support for Yemen will include:

- i) strengthening technical capacity of Ministry of Public Health and Population (MoPHP) and nutrition partner agencies on assessment methodologies and nutrition information management;
- ii) Improving technical coordination mechanism ensure effective and appropriate nutrition data collection, review, validation and reporting; and
- iii) Standardization of nutrition and mortality assessment guidelines, tools and learning throughout the period of 2019-2021..

Action Against Hunger Canada is looking for a highly motivated Project Manager for overall management and implementation of the project activities, and to ensure technical leadership on SMART methodology in Yemen. The position will be based in Amman, Jordan. The position will require frequent travel to Aden and Saana (visas and security permitting) for organizing trainings and workshops as well as providing technical support.

**Specific Tasks and Responsibilities:**

The responsibilities of the Project Manager will be to:

**1. Ensure overall project management of Yemen project components**

- Coordinate the preparation of an implementation plan and annual work plans for the Yemen component of the project ensuring consistency, coherence in overall planning.
- Manage the implementation of all activities for Yemen ensuring timeliness and high quality of all deliverables.
- Recruit, train and manage one National Training Manager
- Ensure robust financial management of the Yemen project components, including but not limited to: the development of national project implementation budgets, budget follow up, cash forecasting, approval of expenditures and ensuring coherent and eligible expenditures within the regulations of the donor.
- Prepare and share detailed project implementation plan and financial reports periodically with line management and
- Prepare, maintain standard processes such as clear and concise terms of reference, workshop/training/meeting reports, and final report for every technical survey support provided to nutrition partner agencies.
- Identify gaps, resource needs and work closely with line manager for revision of plans.

**2. Provide technical nutrition assessment support for nutrition partners and Government agencies in Yemen**

- Coordinate with nutrition partners and relevant Government agencies in Yemen to develop nutrition and mortality assessment plans
- Provide in-country technical support to partners for the implementation of SMART surveys
- Provide guidance to partners in the utilization of nutrition and mortality information for resource allocation and prioritization of needs in country.

**3. Strengthen the technical capacity of nutrition partners in Yemen on the SMART methodology**

- Collaborate with National Nutrition Cluster, Ministry of Public Health and Population (MoPHP) to identify technical capacity gaps among partners in planning assessments, data collection, quality checks and validation of results and develop a national level technical capacity building plan for Survey Managers and Master Trainers (including sub-national level).
- Organize technical workshops and data clinics for mentoring technical working group members and survey managers on quality assurance mechanisms and methodological expertise.
- Oversee the general planning, organization and facilitation of SMART training events (e.g. cost-budget forms and Terms of Reference with partners, coordinating and ensuring logistics through the nutrition sector or host agency) at national and Sub-National levels

- Collaborate with clusters (Nutrition and Food Security and Livelihoods) to contribute to the technical workshops on IPC acute malnutrition analysis for capacity building of MoPHP and Technical Committee members.
- 4. Provide technical guidance on standardization of technical tools and methods for collection, analysis, management and utilization of nutrition information)**
- Provide technical support to Technical Committee members on Assessments on methodological guidance, tools development and standardization in Yemen.
  - Organize workshops/meetings/working sessions with Technical Committee members and nutrition partners to provide technical guidance on utilization of nutrition data and information management for decision making in country.
- 5. Representation, Coordination and Communication**
- Act as a technical point of contact for SMART methodology for Government agencies (MoPHP, MoPIC) UN agencies (UNICEF/WHO/WFP/FAO) and nutrition cluster partners in Yemen.
  - Maintain close collaboration with the above-mentioned partners for continuous evaluation and identification of needs, revision of plans and ensuring technical assistance on a timely manner in the evolving operational context.
  - Convene/Participate in technical working group meetings remotely at country level.
  - Coordinate with Technical Committee on Assessment members, Nutrition Cluster and Food Security Cluster on a regular basis to ensure appropriate utilization of nutrition information for decision making and resource prioritization and allocation.
  - Represent SMART methodology, its scope and utilization in National Platforms (National Nutrition Cluster, Food Security Cluster, Information Management Fora).
  - Synthesize and/or analyze learning generated through the project into communicable outputs and disseminate these appropriately.
- 5. General**
- Participate in Action Against Hunger Canada team meetings and planning sessions.
  - Pro-active exchange and collaboration with the SMART Technical team at Regional and Global levels.
  - Keep up to date with technical nutrition developments within the humanitarian sector and share information with the program team.
  - Provide feedback and suggestions to the SMART technical team for continued development and improvement of the SMART methodology and tools that reflects to the diversified contextual needs.
  - Other assignments delegated or agreed with line manager.

### **Specific conditions**

**Staff work a five-day, 40-hours work week.** However, the different tasks involved may sometimes require irregular and flexible working hours.

### **Qualifications**

#### **Essential Skills**

- Masters' Degree in Nutrition/Public Health/Epidemiology/Statistics or a mix of relevant study and work experience;

- At least 5 years of field experience undertaking nutrition and mortality surveys;
- Advanced knowledge of epidemiology and statistics;
- Demonstrated understanding and commitment to humanitarian principles;
- Demonstrated experience and high acceptability in working with government, humanitarian coordination mechanisms, NGOs, and donors.
- Demonstrated understanding of the SMART methodology and ENA for SMART software;
- Knowledge of the following tools: EPI info and SPSS/STATA;
- Demonstrated experience in using online data collection tools for integrated SMART surveys
- Ability to assess priorities and competently complete a variety of activities with a high level of accuracy and timeliness.
- Strong facilitation skills for trainings, workshops and seminars;
- Demonstrated commitment to gender equality;
- Excellent knowledge of MS Office;
- Fluency in written and oral English required.

***Desirable Skills:***

- Experience in the development of innovative training tools;
- Fluency in Arabic (written and oral) is a plus

If you are interested in this position, please send your resume and cover letter to [rec@actioncontrelafaim.ca](mailto:rec@actioncontrelafaim.ca) by December 7<sup>th</sup>, 2018. In the subject line, please indicate: **Project Manager – Yemen (SMART)**.

To learn more about Action Against Hunger, visit our website at [www.actionagainsthunger.ca](http://www.actionagainsthunger.ca)