**DFID Yemen, Staff Appointed In Country (SAIC) Programme and Policy Officer (Poverty, Hunger & Vulnerability) B2**

**Monthly salary range is between: 268,469 - 384,528 YER**

DFID Yemen is seeking a programme and policy officer to join their Sana’a office. DFID Yemen comprises a team split between Sana’a and London, organised into four smaller teams covering particular programme areas. The post-holder will become part of the Poverty, Hunger and Vulnerability team comprising a team leader, a nutrition adviser, a social development adviser, a programme manager and a graduate placement. All of the team are based in London but travel frequently to Sana’a.

The PHV Pillar is responsible for a range of themes and programmes including support to: the Social Fund for Development (SFD) for access to basic services; to UNICEF for work on malnutrition; statistical surveys including the Census, the Demographic Health Survey and the Household Budget Survey; a project to independently monitor the full range of our projects in Yemen. The team also leads on work to improve the situation for women and girls and to improve social protection. For the former we are currently developing a new programme and there is potential to development new programmes within our area of responsibility.

The postholder will support the team in the management and development of our programmes and, with the other team members based in London, act as the local representative for the team. As such they will be a key contact for our partners in Yemen.

The postholder will report to the social development adviser but will work closely with all members of the team and will also provide broader support to DFID’s office in Sana’a.

**Job Description**

Project Management and policy support to PHV team across the full range of PHV programmes and policy areas (80% of time approximately). This will include:

* Representing PHV team in meetings with PHV contacts, including Government of Yemen, donor partners and working groups, civil society and NGOs. Providing clear and accurate written and oral readouts of meetings attended.
* Support to management of existing PHV programmes including liaison with PHV team implementing partners and support to regular project monitoring and reviews, including through organisational support and input to drafting.
* Support on development of new PHV programmes.
* Drafting project briefing materials, press articles, and other relevant documents;
* Providing translation (oral and written) when needed by team members.
* Other programme management and policy support to PHV team as required.

Wider Sana’a office support (20% approx)

* Providing administrative, representational and further support to the Head and Deputy Head of Office in Sana’a when requested across DFID Yemen’s portfolio of projects;
* Providing effective cover for Sana’a-based colleagues during periods of absence;
* Playing a full role in the DFID Yemen Team (based in London and Sana’a), contributing ideas and views on projects across the portfolio;
* Effective support to planning and delivery of high-level visits to Yemen

**Skills and expertise**

*Essential*

* Educated to degree level
* Excellent English language skills both verbal and written
* Knowledge of Yemen (context, development issues)
* Ability to work as part of a team
* Good communicator

*Desirable*

* Experience of working in a development or international organisation
* Experience of working on development issues, particularly in the areas outlined above