

Economic Opportunities Fund (EOF)

Vacancy Announcement



Financial Specialist:

Organization : Economic Opportunities Fund
Job Title : Financial Specialist
Duty Station : Sana'a
Duration : 4 Months
Languages required : Arabic and English
Nationality : Yemeni
Starting date : ASAP

a. Background:

The Economic Opportunities Fund has been created by Government decree No. 183-2010 as a public-private partnership working to improve the economic status of poor women and men in rural areas. Accordingly, its structure is based on three core pillars, namely value chain development, economic infrastructure, and rural financial services; and the EOF constitutes an institutional arrangement that allows the application of several principles: Cost recovery & sustainability, Multi-sectoral approach, Private sector orientation, Social agenda, and Equity investments. The EOF is the key institution for the management, implementation and supervision of the Economic Opportunities Programme, the Fisheries Investment Project and Rural Employment Programmes.

b. Reporting lines:

Potholder reports to: Acting Financial Manager
Staff directly reporting to this post: None

c. Duties and Responsibilities:

- Supervise and liaise with EOF financial and procurement manual national consultant to finalise the manual by end of April 2014.
- Prepare Withdrawal applications upto end of April 14 for all EOF programmes and ensure their submission by end of Mid May 2014 and subsequent applications.
- Review/monitor EOF's financial performance against budget on monthly and provide analysis/commentary on these to management and identify any corrective actions that might be required;
- Carry out a comprehensive review of the programme budgets and forecast, and prepare detailed workings for proposed categories reallocations.
- Revise the AWPBs for 2014 through close coordination with the EOF's CEO and responsible programme team.
- Follow up on clearing all outstanding advances and contra accounts.
- Update all EOF programmes fixed assets registers and ensure migration into Management Information System.
- Support the Acting Finance Manager to achieve the programme objectives and reduce risks associated with the programme around legality and compliancy issues and alert management of any imminent risks;
- Prepare quality donor financial reports on timely basis.
- Prepare donor budget amendments as required.
- Conduct training and orientation sessions for EOF's staff, particularly with respect to budgeting, financial management and donors guidelines.
- Work closely with accounting system developer on improving and maintaining the accounting system to produce required management information for EOF's management and donors;
- Assist Acting Finance Manager on implementing internal, external audits and donors supervision missions' recommendations in the EOF programmes.
- Assist Acting Finance Manager during the EOF Month-end closing.
- Capacity builds the EOF Accountant on related Financial Management and Accounting issues.

d. Competencies:

- Ability to gain and apply knowledge of the statutory requirements of the country.
- Effective verbal and communication skills including high level interpersonal capabilities and a proven ability to be flexible in demanding situations.
- Ability to operate and think strategically coupled with proven analytical abilities and problem solving skills.
- Proven knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spread-sheets.
- Self-management including: ability to prioritise own workload and work independently and commitment to meet deadlines.
- The ability to think creatively and adapt systems so that compliance is achieved and information passed in a form that is accessible and friendly to the end user.

e. Qualifications and Experience:

- Bachelor degree in accounting or business qualification with a minimum of 10 years' experience of relevant Audit or Accounting working experience in public, INGOs or private sector.
- Familiarity with financial and procurement procedures of international financial institutions.
- Full working knowledge of Arabic and English, including excellent drafting and presentation skills.

f. Payment terms and conditions:

- The consulting fee is calculated for no. of working days per month (22 days on average) excluding the weekends as per the Government of Yemen's (GoY) working calendar (Friday and Saturday are the weekend days). The consulting fee is subjected to GoY taxes.
- The consulting fee is paid on monthly basis and based on the clear deliverables and submission of acceptable reports and as will be outlined during the negotiations after the successful selection of the candidate.

a. Application Process:

- Interested qualified firms/candidates are encouraged to apply for the above mentioned position by sending a recent detailed CV, along with an application letter clearly mentioning the position applied for in the "email/letter subject line". The applications and the CVs should be replicated to all of the following email address:

hr1@eofyemen.org and CC: icoyemen_ifad@yahoo.com

- Only short-listed firms/candidates will be contacted for the next step of selection process.

- The deadline for the application is 20.04.2014

All applications will be treated with strictest confidence.

Economic Opportunities Fund (EOF)

Vacancy Announcement

National Consultant (fish quality – hygiene specialist (inspector and trainer)

Organization : Economic Opportunities Fund
Post Title : NTA fish quality – hygiene specialist (inspector and trainer).
Duty Station: : Sana'a, Republic of Yemen with travel to provincial towns
Duration : 4 months (88 working days)
Type of Contract : TBD
Starting Date : April 2014
Languages required : English, Arabic

1. Background:

IFAD's Fisheries Investment Project (FIP), focusing on sustainable resource management and value chain upgrading, is managed by the Economic Opportunities Fund (EOF). The EOF is established under Government of Yemen's Economic Opportunities Programme (EOP) through Presidential decree no. 183/2010 dt. 25.09.2010, as a public-private partnership. The EOF is working to improve the economic status of poor women and men in rural areas, with the objective of creating economic opportunities, and in the fisheries sector through improved linkages of fishers' organizations with markets and services.

In line with the above, the FIP aims to improve the economic status of small fisher households and create sustainable economic opportunities for fishermen and fisherwomen communities. Accordingly, the project consists of two investment components viz. *Sustainable Resource Management* and *Value Chain Development*.

The main outputs of the FIP are to: develop and implement plans for regeneration and sustainable management of fisheries resources; introduce a licensing system for all fisheries value chain actors; empower fisheries inspectors to enforce conservation, management and quality regulations; develop safety-at-sea regulations and improve awareness of safety aspects; stimulate the growth and technological improvement of the fisheries value chain and rural businesses; link fishers' organizations with processors/exporters through contractual arrangements; promote compliance with international food quality and safety standards; develop modern economic infrastructure in support of the fisheries value chain; create a legal framework and services for aquaculture development; and expand the rural outreach of financial institutions and enhance access to sustainable rural financial services.

2- Supervision and reporting:

The consultant expert will work under the overall supervision of the Executive Director of the EOF and in close collaboration with Ministry of Fish Wealth and its agencies. Specifically, the expert will work with the EOF's PCU Coordinator (at MFW) VCM and the counterparts assigned.

Reports on the progress of work are to be presented to the Coordinator of PCU, and the Executive Director of the EOF.

3- Duties and Responsibilities:

The NTA will provide training to fisheries inspectors in the coastal region and prepare supporting material as well as working with Quality Control managers to develop inspection programmes.

A. Responsibilities

Specifically the NTA will be required to undertake the following:

- Develop, in consultation with the MFW, a training curriculum of 4-6 weeks, for fisheries inspectors in relation to the onshore enforcement of regulations on fish quality and hygiene. This should include inspection procedures for boats, auctions, processing plants, ice plants (including water quality) etc., training quality testing procedures, requirements of important export markets, collection of evidence, identification of fish types etc., and should also include significant field work;
- Develop an exam, based on the above curriculum and to be officially approved, which all fisheries inspectors would be required to pass in order to qualify to work as fisheries quality control inspectors; this could include a probationary period of work experience during which candidates would be regularly monitored and their performance assessed, eventually leading to full qualification;
- Prepare an inspector's quality control inspection manual including details of legislation, field guide to the common species of fish and invertebrates caught in the Yemen EEZ, and guidelines on inspections and collection of evidence etc.;
- Deliver approved training course to existing and prospective fisheries inspectors in the MFW, identified through a process of pre-selection to be agreed upon with the MFW; one training session will be delivered at each of the four Fisheries Authorities;
- Oversee the examination of training course participants;
- Deliver additional 'training of trainers' to existing experienced fisheries quality control inspectors and trainers, identified through a process of pre-selection to be agreed upon with the MFW;
- Support QC managers to prepare inspection programmes and procedures according to HACCP system & EU regulations .
- Prepare and support implementation of a national awareness campaign to raise awareness of fisheries quality control regulations and the penalties for violating them amongst fisheries sector stakeholders;

Follow-up in PY3

- Review the training curriculum and update in accordance with changes to national regulations, those of export markets and lessons learned;
- Deliver additional round of training sessions in the Fisheries Authorities;
- Prepare updated awareness raising materials and support new awareness raising campaign on fisheries quality control regulations and penalties for violations.
- Comprehensive assessment of fisheries export sector including the fish/fishery market chain analysis and assessment of capacity needs and potentialities & limitations for development .
- Based on the above , identify the critical gaps and linkages , draft recommendations and procedural guidelines for the interventions to strengthen the fish exports marketing & food quality and safety systems .

4-Qualifications:

- A Master University degree in food technology ,food safety ,fishery science ,quality control with 10 years of experience..
- Experience in HACCP system and EU food safety regulations .
- Expert in quality assurance standards and tools and in the life cycle of establishing a national standard.
- Working knowledge of the international standards published by the International Organization for Standardization (ISO), IEC, ITU, International Telecommunications Union, Other International standardizing bodies, and The World Trade Organization (WTO)
- Experience in programming and conceptualization of development activities at national level.
- Full Working knowledge of English, including excellent drafting and presentation skills, knowledge of Arabic will be an asset.
- Excellent computer skills, including full working knowledge of standard word processing, spreadsheet and presentation packages, and fisheries related statistical & scientific software.

6- Competencies:

- Experience in fish quality control and fish export issues
- Demonstrates strong oral and written communication skills in English, including excellent drafting and presentation skills. Knowledge of Arabic will be an advantage.
- Demonstrates openness to change and the ability to manage team efforts in complex situations.

7- Payment terms and conditions:

- The payment includes consulting fee per day + DSA (per diem) + national travel costs.
- The consulting fee is calculated for no. of working days per month (22 days on average) excluding the weekends as per the Government of Yemen's (GoY) working calendar (Friday and Saturday are the weekend days). The consulting fee is subjected to GoY taxes (15%).
- The consulting fee is paid in phases based on the clear deliverables as will be outlined during the negotiations after the successful selection of the candidate.
- The DSA is paid monthly in advance and in phases .
- While the national travel cost (flight) will be based on the actual against the submission of the tickets.

8-Application Process

- Interested qualified candidates are encouraged to apply for the above mentioned consultancy by sending the detailed CV along with the cover letter clearly mentioning (i) the position in the email/letter subject line, AND (ii) the expected daily consulting fee rate to the following email address: hrpcu2014@gmail.com
- Only the short-listed candidates will be contacted for the next stage of the selection process.
- The deadline for the application is 21/04/2014

EOF is an equal opportunity employer. Qualified female candidates and people with disabilities, and minorities are highly encouraged to apply. All applications will be treated with strictest confidence.