

Bena Charity
For Human development

جمعية بناء الخيرية
للتنمية الإنسانية



Human Resources Regulation

2026

2-1

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The first section :

Chapter One: Terms and Scope of Application of the Regulations

Article (1): This regulation is called: Human Resources, and it specifies the duties, obligations, rights and privileges of all employees of the charity and their relationship with the charity and with each other.

Article (2): The following words and expressions, wherever mentioned in this regulation, shall have the meanings shown opposite to each of them, unless the context indicates another thing.

1. Charity: Bena Charity for Human Development (BCFHD).
2. Statute: The Statute of Bena Charity for Human Development
3. internal regulation: the internal regulation of the Charity .
4. The President: The President of the Charity
5. Secretary General: The Secretary General of the Charity.
6. Director: The executive director of the Charity.
7. Committee: Personnel Affairs Committee of the Charity.
8. The employee: Every person, male or female, who is appointed in the Charity or its affiliated units to practice administrative, technical, accounting or clerical work in exchange for a monthly salary determined by the appointment decision or the work contract.
9. Volunteer: Every individual, male or female, who works in the Charity or its affiliated units to practice a specific work in exchange for a specific reward.
10. Job: is the work assigned to the employee.
11. Human Resources Department: It is the department responsible for administrative affairs and all work related to employees.
12. Salary: It is the material amount that must be paid monthly to the employee according to his appointment decision or the employment contract.
- 13 . Basic salary: the beginning of the salary scale.
- 14 . Full salary: the basic salary in addition to other allowances and bonuses.
- 15 . Allowance or compensation: What the employee receives outside the scale of salaries and wages and in accordance with the general provisions of the charity.
- 16 . Contractors: They are the workers in the charity for a specified period

Chapter two:

(Scope of application - importance - objectives - commitments to the regulations and limits of their application)

Article (3) Scope of application of the regulation

- The regulations apply to all employees working in the charity, contractors and volunteers.
- Excluded from the application of the provisions of this regulation are the persons specified in the following two paragraphs, whose relationship with the charity is determined by the contracts concluded with them.
 - 1 . Part-time consultants who carry out advisory work in the charity according to the contracts concluded with them.
 - 2 . Persons who are assigned by the competent authorities of the charity to carry out business or carry out temporary tasks related to charity either inside or outside the republic.
 - 3 . Persons contracted for specific purposes who are not subject to the full time of the charity.

Article (4): The importance of this regulation

The human resources regulation is considered one of the most important regulations in the charity because it is concerned with the human element, as it considers him the basis of success, and it includes general concepts and frameworks, and the foundations and rules for human resources work in the charity to form a common working formula for all departments and sections in accordance with the basic system and executive regulations of the charity .

Article (5): The objectives of this regulation

- 1- Enabling the charity to have the best human cadres, by making the human resources management regulation a factor in attracting employees , working inside or outside the charity.
- 2- Enabling the charity to manage the organizational and administrative work to the fullest, even if there is a disagreement, as the regulation is the same, and therefore the procedures are the same.
- 3- Establishing the principle of justice and transparency in internal and external dealings, and clarifying reward and mechanisms, so that every employee knows what he has and what he owes.

4- Applying tools to accurately measure performance and evaluation, through this regulation, so that it is easy to follow up on all procedures and transactions.

5- Building the organizational capacity of the association in accordance with the latest recognized practices and management theories.

6- Promoting loyalty and belonging by the employees of the association at all levels of employment.

Article (6):- Commitment to the regulations and the limits of their application

1. Each employee signs, during his employment, and before taking up his job, an acknowledgment that he has reviewed these regulations, which shall be delivered to him manually or electronically.

2. This regulation is complementary to the contract concluded between the charity and any employee

Chapter three recruitment

First: Personnel Affairs Committee

Article (7): Formation of the Personnel Affairs Committee: A permanent committee called (Personnel Affairs Committee) shall be formed according to an internal decision issued by the President of the charity. It shall undertake the following tasks:

1. Deciding on the promotion of employees nominated for promotion.
2. Studying the needs of employees in the administrative, financial and technical fields, and presenting them to the Administrative Board for approval.
3. Deciding on issues of salaries, allowances and bonuses in accordance with the relevant regulations.
4. Receiving grievances raised by employees after studying them from human resources and submitting them to the committee to decide and issue the necessary decisions in that regard.
5. Any other tasks assigned to the Committee.

Second: The rules and provisions for employees

Appointment rules

Article (8): It is not permissible to be appointed except in a vacant position approved in the charity's budget or obtained from donors

Article (9): The decisions of appointing the employees of the charity shall be issued by the president of the charity. Or the Secretary-General or the Director of the charity based on an authorization from the President of the charity and based on the recommendation of the Personnel Affairs Committee.

Article (10): All employment applications shall be directed to the director of the charity according to a written memorandum containing brief details of the educational qualification of the applicant and his past experience, and the director of the charity shall refer the application to the Director of the Human Resources Department.

Article (11): It is required that whoever applies to occupy any of the charity's positions or contracting must meet the following conditions:

1. His age shall not be less than the age of majority specified by law, which is (18) years upon appointment, and this shall be proven either by an official birth certificate or any other document proving that.
2. He should have the experience and academic qualifications required by the concerned job.
3. To be medically fit and free from any disability or illness that would prevent him from performing his job duties.
4. He must be of good conduct, distinguished by morals and love for humanitarian deeds, and he must not have been previously convicted of a crime involving moral turpitude or dishonesty, unless he has been rehabilitated for that.

Article (13): The appointment decision may not be issued to any person except after the applicant completes and submits the following data:

1. Fill out the employment application form designated for this purpose and respond to the personal interview form contained in.
2. Submitting a copy of the last academic certificate he obtained in case he was employed in one of the jobs of the third, second or first rank, in addition to the following certificates:
 - Clearance certificate from the entities in which he last practiced a job, if he was previously employed.
 - Certificate of good conduct.
 - A commercial guarantee document endorsed by the Chamber of Commerce from a guarantor acceptable to the charity under which he undertakes to compensate the charity for any loss resulting from a violation or abuse by the applicant, with proof of the detailed address of the guarantor.
 - Any other certificate or document required by the competent authorities.
 - A copy of the identity card.

Article (13): If any forgery is discovered in the certificates or information provided by the concerned employee, his job request will be refused.

Article (14): Appointment decisions are published on the charity's bulletin board, and the employee is notified with a copy of the decision issued for his appointment, and a deadline is set for him to receive work not exceeding fifteen days, otherwise his appointment decision is considered canceled unless he presents an acceptable excuse accepted by the Personnel Affairs Committee.

Article (15): After his appointment, the employee shall be subject to a practical test within three months from the date of his commencement of the concerned job

Article (16) In the case of emergency projects, people with previous experience who have previously worked on similar projects will be employed, and an appointment decision will be issued for them

Article (17) Employees who have previously undergone recruitment procedures and whose evaluation during performance was distinguished and who have competence and ability, are appointed in upcoming projects by a decision of the president of the charity

The fourth chapter

Employee rights and privileges

Article (18): Every employee of the charity has the right to receive and obtain, in accordance with the provisions of this regulation, the following rights and privileges.

1. A monthly salary paid at the end of each month.
2. Promotion according to the wages and salaries strategy.
3. A vacation according to the vacation law in the Republic of Yemen
2. Medical care within the limits of the charity's ability.
3. Any allowances, rewards or other privileges mentioned in these regulations.
4. The end of service gratuity is paid at the end of each year.
5. Training and capacity building .

Salary provisions and promotions

Article (19): Employees' salaries are determined according to the wages and salaries strategy or according to the tasks and requirements of each job

Article (20): The salary list may be reviewed whenever the need arises, and the Personnel Affairs Committee conducts a thorough and comprehensive study of the subject and submits its recommendations to the Administrative Board to take the necessary action, provided that this study is in the light of the following considerations

1. Salaries prevailing in similar charities1.
2. .the financial Possibility of Bena charity

Article (21): Each employee is paid his / her monthly salary determined according to the decision of his appointment or promotion on the last day of each calendar month and according to his salary from the first day he started his work.

Article (22): It is permissible to pay in advance, before the date specified in the previous article, the salary of any employee assigned to carry out official work in a place other than his workplace for a period prior to the date specified for the payment of salaries, according to a written recommendation from the director.

Payroll tax and insurance

Article (23): The employee is contracted with a total salary (gross salary), which includes the basic salary, taxes, health insurance, life insurance and allowances, and the percentages are calculated according to the laws in force in the Republic of Yemen.

The employee is given social insurance in the form of additional benefits (Fringe benefits) as end-of-service salary.

Wage and salary strategy

Article (24) The management of the charity depends on a wage strategy based on the method of grading, which is as the following :

first degree :

The minimum for this degree is 2600 and the maximum is 3400. The responsibilities of this degree consist of approving strategies, plans and general policies, and taking actions and decisions that achieve the general objectives of the charity. It consists of:

The president of the charity / the vice president of the charity / the financial officer / the general secretary / the executive director of the charity / and what is at their level

Second degree:

The minimum for this degree is \$2,100 and the maximum is \$2,500. The tasks of this degree are to assist the first-class jobs in performing the tasks required of them through direct supervision of the progress of executive work and submission of proposals and opinions regarding their development, department manager / head of department / project manager / etc. .

Third degree:

The minimum for this grade is 400 and the maximum is \$2,000. The tasks of this grade are to assist the jobs of the second grade in performing the tasks required of them by directly supervising the progress of the executive works and submitting proposals and opinions regarding their development. It consists of:

Senior / project officer / accountant / assistant senior / assistant project officer / and their level

Fourth degree

The minimum for this degree is 125 dollars and the maximum is 325 dollars. The jobs of this degree include the auxiliary services and technicians whose incumbent performs, under direct supervision, simple auxiliary work that does not require educational or professional preparation or special expertise. This category consists of jobs, including:

Technicians / driver / guard / reporter / data entry / inquiries / secretarial / cleaner / bedding / services / etc.

•The employee moves from one category to a higher category within three years, and moves from one group to a higher group within nine years

The general structure of wages

The following notes are taken into account:

grades	category	levels		
		1	2	3
first	A	\$3400	\$3300	\$3200
	B	\$3100	\$3000	\$2900
	C	\$2800	\$2700	\$2600
second	A	\$2500	\$2450	\$2400
	B	\$2350	\$2300	\$2250
	C	\$2200	\$2150	\$2100
third	A	\$2000	\$1800	\$1600
	B	\$1400	\$1200	\$1000
	C	\$800	\$600	\$400
fourth	A	\$325	\$300	\$275
	B	\$250	\$225	\$200
	C	\$175	\$150	\$125

The following notes are taken into account:

- 1- There are volunteers in the charity.
- 2- The geographical system of the charity.
- 3- Requiring of some donors.
- 4- Emergency cases in emergency employment.
- 5- Short contract.

Article (25) The above salaries are inclusive of all allowances and their details are as follows:

- 1- An appearance allowance of 25% of the basic salary, not exceeding thirty-five thousand riyals
- 2- A transportation allowance of 20% of the basic salary, not exceeding thirty thousand riyals.

Article (26) Placement and movement between grades, categories and levels are based on experience, qualification and evaluation

Based on a decision issued by the president of the charity after a report submitted by the Personnel Affairs Committee.

Article (27) A cost-of-living allowance of 15% of the basic salary shall be paid to all workers, if necessary

Article (28) Working hours for each employee are calculated on the basis of 6 hours per day, except for public holidays and holidays.

Article (29) Volunteers deserve a financial reward for their work, which is estimated by the charity's management.

Chapter Five

Rewards, Honors, and Allowances

First: Rewards and Honors

Article (30):

The employee shall receive rewards based on the recommendation of the manager in return for his creativity or outstanding work in his field of work. The type of creativity and the justifications for the reward shall be left to the discretion of the president of the Organization or the secretary-general. The reward shall be determined according to the performance report submitted by the employee and shall be given only to those who have received an excellent grade, which is between (90-100).

Article (31):

Each employee who has been appointed or contracted shall receive a Ramadan honorarium equal to one month's salary, provided that he has completed a full year of employment.

Second: Allowances for Additional Work

Article (32):

Allowances shall be paid to employees for any additional work performed outside official working hours, according to the following:

1. The employee shall be entitled to additional pay for work requested to be performed outside official working hours, and the work should be assigned by a written assignment from the manager or his delegate, specifying the type of work and the expected completion time. The additional pay shall be granted according to the following rules:
 - a. The additional pay shall be calculated based on the total salary, and for each hour and a half of additional work, one hour and a half of ordinary work shall be added (outside official working hours until 8:30 PM).
 - b. After 8:30 PM, each hour of additional work shall be calculated as two hours of ordinary work, based on the total salary.
 - c. The employee shall not be assigned additional work exceeding 25% of his salary, except in cases of extreme necessity.

d. Official holidays and vacations shall be calculated as two days of ordinary work for each day of additional work, based on the total salary.

2. The number of employees entitled to additional pay in any given month shall not exceed 25% of the employees in the department, except in cases where it is necessary for the job's interest.

Third: Travel Allowances

Article (33):

In addition to the cost of transportation, employees and volunteers assigned duties or work related to the Organization inside or outside the Republic shall be paid travel allowances covering accommodation, food and personal expenses per day as follows:

A- Travel allowance outside Taiz Governorate amounting to 100\$

B- Travel allowance within the Governorate amounting to 60\$

C- Travel outside Yemen amounting to 300\$

If the concerned entity or country being traveled to covers accommodation and food, the stipulated percentages in Article (32) shall be deducted to (50%). Refer to attachment no. (4)

Article (34):

No additional allowance shall be paid for days for which travel allowance has been paid.

Article (35):

Travel allowances stipulated in Article (32) shall not be paid to any employee for a period exceeding two weeks for one assignment, except in necessary cases required by the Organization's interest upon approval of the Executive Body, or if the travel is to attend a conference or seminar related to the Organization's activities.

Article (36):

Approval to travel abroad shall be from the following entities:

1. From the Administrative Body for the President of the Organization or the Secretary General.
2. From the President of the Organization or the Secretary General for the Director.
3. From the President of the Organization or the Executive Director for Directors of Departments and other employees.

Article (37):

Employees who move daily due to the nature of their work such as correspondents, collectors, representatives and any others whose work requires transportation and follow-up outside the Organization, the Organization shall provide them with transportation allowance.

Chapter VI

Official working hours and holidays

Firstly: official hours of business

Article (38):

The full official working hours of the Organization must not be less than (30) hours per week, except for holidays and official holidays, at a rate of 6 hours per day.

Article (39):

The Executive Manager has the right, after the approval of the Administrative Board, to change the official working hours within the limits of the hours prescribed for the official working hours, if this is required by the interest of the work or the nature of the tasks performed by the employee.

Article (40):

Every employee of the Organization must prove the time of his/her attendance at work and his departure according to the applicable regulations prepared for this purpose, except for the employees who are exempted by the President of the Organization or the Executive Manager from signing. This is due to some reasons related to the nature of their work, such as the technical advisors or volunteers who are assigned to accomplish the work assigned to them with specifying the place or time in which they complete their work. ***See Attachment No. (5)***

Article (41):

It is not permissible for any employee to refrain from continuing to work after the official working hours if necessary and in the interest of the work, in accordance with the instructions of the Executive Manager, unless the employee has an acceptable excuse and consider the work outside the official working hours in accordance with *Paragraph (a) of Article (31)* of this regulation.

Article (42):

The working hours in the projects affiliated with the Organization are determined by the President or Executive Manager of the Organization.

Vacations

Article (43):

According to Article No. (17), Paragraph (3) of this regulation and the leaves that the employee is entitled to according to Administrative Law No. 19 of 1991 AD, which are as follows:

1. Annual vacation
2. Sick leave
3. Hajj leave
4. Marriage Leave
5. Maternity leave
6. Casual vacation
7. Unpaid vacation

Article (44):

Every employee has the right to enjoy annual leave for a period of a 30-day full salary that must be used. If he/she is unable to use it because of work that requires continuing it for any reason, the employee has the choice between using the leave in the following year or taking cash for it.

See Attachment Form No. (1)

Article (45):

The annual leave is granted on the basis of the following conditions:

1. The employee must have spent at least one full year with the Organization from the date of his/her commencement of work.
2. The employee submits a request to the Executive Manager expressing his desire to use the leave before he/she enjoys it in sufficient time, and the request must be in writing.
3. The Executive Manager must approve the date of the leave after determining who will perform his/her job.
4. The Executive Manager has the right to give the employee a compulsory leave that is considered from the annual leave if he deems that the interest of the work requires giving the compulsory leave, as a result of the employee's lack of work at a certain time.

Article (46):

The employee may take his leave at any time during the year, as long as it does not conflict with the interest of the work, provided that the leave is granted to him/her at a later time or compensated financially for it.

Article (47):

Casual leave is the period during which the employee is absent from work for urgent personal reasons beyond his/her control without prior permission and with subsequent approval by the concerned authorities.

Article (48):

Each employee may be granted a casual leave and it shall be considered from his annual leave.

Article (49):

In the event that the employee is absent from work for an emergency purpose for more than two days without a prior approval or a subsequent written notification that includes an acceptable excuse, the extra days will be deducted from his monthly salary, and the Organization management reserves the right to take any action against him/her if it is found that he/she has been manipulated and neglected his/her duties, as determined by the penalties list.

Article (50):

When sick, the employee deserves a continuous or intermittent sick leave not exceeding two months, and if more, he/she shall be granted unpaid leave. *See Attachment No. (2)*

Article (51):

The employee has the right to go out during official working hours with the permission of the direct supervisor, and it is considered from his annual leave. However, if the permission is related to work, the deduction is not applied. *See Attachment No. (3)*

Article (52):

Every employee who is absent from work for sick reasons must submit, within a maximum period of two days, a report to the Executive Manager, by the doctor approved by the Organization, indicating the illness and the period of leave required for recovery. In accordance with this regulation.

Article (53):

In accordance with the rule saying **(There Is No Reward Without Risk)**, it is excluded from the provisions of the article (50) An employee or worker who sustained an injury or illness as a result of performing his/her job duties without negligence on his/her part, and the following special provisions apply to him/her:

1. He/she is entitled to obtain the sick leave specified by a doctor or a medical committee approved by the Organization with full salary and regardless of any previous leave that was not related to this reason and is detailed as follows.
 - Sick leave with full pay for the first and second month of sickness.
 - In the third and fourth month of the disease, 85% of the total salary is paid.
 - In the fifth and sixth months of the disease, 75% of the total salary is paid.
 - In the seventh and eighth months of the disease, 50% of the total salary is paid.

- If the duration of the illness exceeds nine months, he/she will be granted sick leave without pay.
2. He/she will be returned to his previous job upon his recovery from illness, or transferred to another job more suitable for him/her, provided that his/her salary shall not be less than the salary he/she received from the previous job.

Article (54):

A pregnant female employee shall be granted maternity leave with full pay for the period (60 days) provided that it is 20 days before childbirth and 40 days after childbirth. It is not permissible for a woman to work overtime starting from the sixth month of pregnancy and the six months following pregnancy, except in the case of her desire.

Article (55):

1. The employee will be granted a twenty-day leave in the event of the death of one or both parents or one of the children in accordance with the Civil Service Law.
2. The employee will be granted a twenty-day leave on the death of his wife.
3. The female employee is granted a twenty-day leave in the event of the death of her husband, parent or child.
4. The employee has the right to request a marriage leave that does not exceed thirty days, and it is considered from his annual leave.

Article (56):

The employee is entitled to a Hajj leave for a duration twenty (20) days and a full salary, and it will be once throughout the period of his/her work in the Organization, with attachment to all documents related to travel for Hajj.

Chapter VII

Provisions of social welfare and advances

Article (58):

In the event that the employee gets married for the first time, he will be paid a marriage assistance of not less than fifty dollars (\$50). In addition to in-kind assistance estimated by the Organization's management.

Article (59):

In the event that the employee has a newborn, a financial grant of thirty dollars (\$30). In addition to in-kind assistance estimated by the Organization's management.

Article (60):

In the event of the death of one of the employee's relatives of the first level, a financial assistance of fifty dollars (\$50). In addition to in-kind assistance estimated by the Organization's management, if he is one of those who must pay for it.

Article (61):

An employee whose urgent need is proven to be granted a financial advance to be paid in installments from his salary throughout the year, taking into account the following points:

1. To nullify the advance at the end of each year.
2. The amount is determined according to his/her monthly salary, as an installment shouldn't be exceeded (50%) of his/her monthly pay.
3. The number of employees who want an advance in a year does not exceed (30% of the total employees in the Organization).
4. The employee must have spent at least one year from the date of employment.
5. The amount provided as an advance does not exceed the sum of two salaries.
6. The employee will be given the advance must have submitted a commercial guarantee within his application file to work with the Organization.

Chapter VIII

Provisions for the termination of the employees' service and their consequences

“Cases of leaving the service”

Article (62):

The employee's service in the Organization ends in any of the following cases:

1. The expiry of the contract with the employee and the unwillingness of either party to renew it.
2. Cancellation of his job and the absence of vacancies acceptable to him.
3. dispensing his service due to his inability to perform his job duties.
4. Resignation from the job at his own will.
5. If the worker does not prove his suitability for work during the probationary period.
6. Committing one of the violations specified in the list of penalties approved by the administrative body.

Article (63):

The employee will be notified in writing one month prior to the termination of his service with the Organization. However, in the event that he/she is not notified, a full month's salary shall be paid to him/her if it is decided to terminate his/her service immediately without prior notification, except for this employee whose service ends with dismissal or expulsion from the Organization.

Article (64)

In the event that the employee wishes to leave work in the Organization, he/she submits his/her resignation to the concerned authorities at least thirty days prior to the date of leaving work in the Organization.

Article (65)

An employee who submitted his/her resignation may not be compelled to continue doing his/her work for a period exceeding thirty (30) days from the date of submitting the resignation. Considering the resignation may not be rejected unless he/she is being investigated in any of the cases that require him/her to remain in his/her work until the case is decided, provided that the investigation period does not exceed fifteen (15) days.

Rewards of Job Leaving and Compensation for Death

Article (66):

The employee is entitled to a full month's salary, which is paid upon leaving work for the years in which he/she worked, or a month's salary is paid at the end of each financial year.

Article (67):

In the event of the death of the employee during the service, his/her relatives are paid a financial grant estimated by the administrative board, and every employee who dies due to work, the rules followed for the legal blood money in the Republic of Yemen are applied.

Chapter Nine

Disciplinary Penalties

Procedures for implementing disciplinary sanctions

The regulations stipulate that punishment is imposed on any employee unless after hearing his/her statement and defending himself/herself, with the exception of minor violations for which he/she is punished with a warning, in which case the investigation may be conducted verbally, provided that a memorandum is written with the outcome of the investigation. If the employee unable to attend to give his/her statement and defend himself/herself due to the lack of access to him/her residence, this does not prevent the execution of the penalty against him/her as a result of his/her failure to attend.

The regulations stipulate that if an employee is accused of committing an act that constituting a gross breach of his/her job duties, the competent authority has the right to suspend him from work as a precaution in the interest of the investigation that is taking place within the Organization or with the knowledge of the competent authorities. Besides, the disbursement of his/her salary will be suspended during the period of suspension. If the employee is proven innocent or the investigation with him is closed, the matter will be presented to the management of the Organization to consider the cashing compensation to the employee for the period of suspension equivalent to the salaries that were paid or part thereof. The regulations stipulate that the penalties described in the Penalties Regulations are the maximum possible penalties, and lighter penalties may be implemented.

The regulations stipulate that the disciplinary penalties against the employee shall be erased as soon as the following periods expire without any other disciplinary penalties being imposed on him/her:

- 1- Three months in condition the warning is Oral.
- 2- Six months in condition the warning is written.
- 3- One year in condition deduction from salary for a duration no exceed five (5) days.
- 4- One year in condition suspension on the job for a duration no more than ten (10) days.

Table of violations penalties

(1) Violations related to working hours:

M	Type Violation	Penalty			
		First Time	Second Time	Third Time	Fourth Time
1.	Being late for work.	During first 5 days Verbal alert	10 days Written alert	One month passed Attention	- 1 month Formal warning - 2 months Deduction
		This applies in the case of a contract or employment for more than a year. However, if the contract is for a short period of time, the administration has the right to take appropriate disciplinary action.			
2.	Leaving work early.	During first 5 days Verbal warning	15 days Written warning	One month passed Attention	-1 month and a half Formal warning - 2 months Deduction
		This applies in the case of a contract or employment for more than a year. However, if the contract is for a short period of time, the administration has the right to take appropriate disciplinary action.			
3.	Staying at or returning to the workplace after work hours without justification.	Verbal warning	Attention	Formal warning	
4.	Absence without written permission or an acceptable excuse for one to three days.	One day	Two days	Three days	Four days
		In addition to deducting the salary for the period of absence.			
5.	Absence without written permission or an acceptable excuse for four to ten days.	Two days	Three days	Four days	
		In addition to deducting the salary for the period of absence.			
6.	Absence without written permission or an acceptable excuse for ten to fifteen days.	Four days	Five days		
		In addition to deducting the salary for the period of absence.			
7.	Disruptive absence without valid reason for more than fifteen consecutive days.	Termination without bonus or compensation, preceded by a written warning after an absence of ten days.			
8.	Intermittent disruptive absence without valid reason for a total of more than one month per year.	Termination without bonus or compensation, preceded by a written warning after an absence of fifteen days.			

(2) Violations related to work organization:

M	Type Violation	Penalty			
		First Time	Second Time	Third Time	Fourth Time
1.	Fighting with colleagues or causing disturbances in the workplace.	One day	Two days	Three days	Five days
2.	Feigning illness or falsely claiming to have been injured during or because of work.	One day	Two days	Three days	Five days
3.	Violating health instructions posted in the workplace.	Half day	One day	Two days	Five days
4.	Writing phrases on walls or sticky advertisements	Verbal warning	Attention	Formal warning	Formal warning

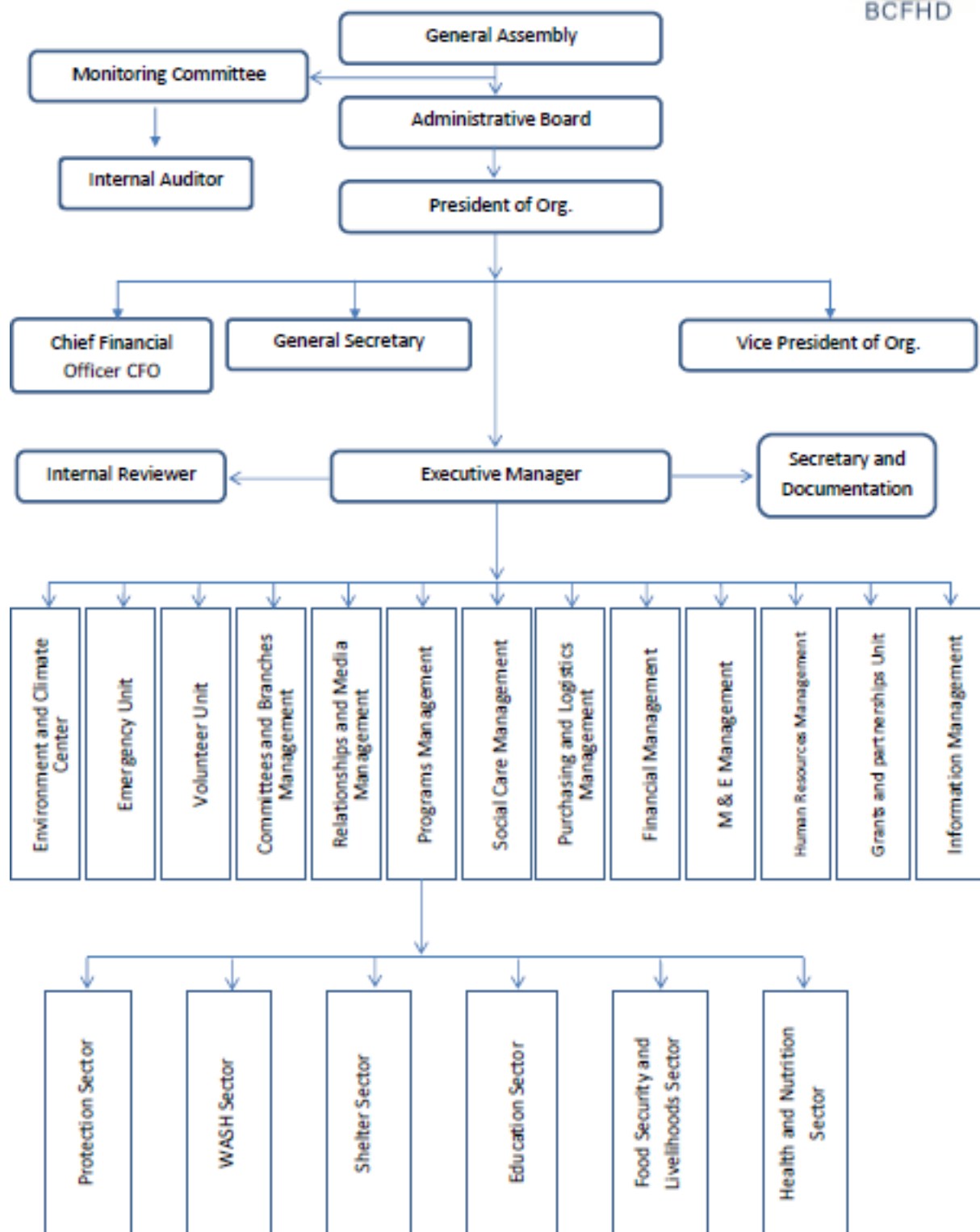
M	Type of Violation	Penalty			
		First Time	Second Time	Third Time	Fourth Time
1.	Sleeping during work or in situations that require continuous alertness.	Half day	One day	Two days	Three days
2.	Disobeying regular work orders or failing to carry out specific work instructions that are visibly posted.	Verbal warning	Attention	Formal warning	Formal warning
3.	Provocation to violate written work orders and instructions.	Two days	Three days	Five days	Termination
4.	Smoking in designated work areas that are announced to ensure the safety of employees and the organization.	Two days	Three days	Five days	Termination
5.	Negligence or carelessness in work that may result in harm to the health or safety of employees, or to materials, tools, and equipment.	Two days	Three days	Five days	Termination
6.	Using association machines, equipment, and tools for personal purposes without permission.	Verbal warning	Attention	Formal warning	Formal warning
7.	Unauthorized intervention by an employee in work that is not within their jurisdiction or not assigned to them.	Half day	One day	Two days	Three days
8.	Tearing or destroying announcements or notifications from the association management.	Two days	Three days	Five days	Termination

➤ **Violations related to employee conduct**

▪ **Sexual harassment:**

1. In case of a complaint of harassment: the employee is suspended and referred for investigation.
2. In case of proven harassment: the employee is dismissed, and the victim of harassment has the right to resort to legal authorities in the Republic of Yemen.
3. In case of false allegations: after verification and lack of evidence, the complainant is suspended,
referred for investigation, and dismissed from work.

Organizational Structure of Bena Charity for Human Development (BCFHD)



Tasks and powers

➤ Firstly: the Chief Executive Officer (CEO):

▪ Functional Relations:

1. Management: Executive Management.
2. Accountable to: The President of the Organization and the Secretary General.
3. Accountable for: All administrative sections.

▪ Function Requirements:

1. Educational qualification: Bachelor's degree in the developmental or administrative fields.
2. Practical experience: Quality Experience in the same field for a two-year duration.
3. Ability to use computer according to the function requirements.
4. Excellent level in the English language.
5. Leadership skills.

▪ Duties and Responsibilities:

1. Direct supervision of all departments of the association and its units, responsible for organizing employees and giving them orders and procedures related to the continuity and coordination of work.
2. Work on implementing the association's goals.
3. Prepare the general plan of the association, follow up its discussion and approval in the administrative body, and monitor its implementation.
4. Refer transactions and summary reports of departments to the executive committee.
5. Follow up on the implementation of recommendations and decisions issued by the executive committee and the administrative body through departments.
6. Studying and evaluating reports and achievements submitted by management and departments.
7. Managing the administrative meetings in the Organization.
8. Follow-up of the organization's business and transactions with the relevant authorities.
9. Coordinating the meetings of the Executive Committee and the Administrative Board and preparing the agenda for the meetings.
10. Work on improving administrative quality and implementing it in the association and presenting it accurately to senior management.

11. Follow up on all employee-related matters such as rewards, salaries, promotions, and others.
12. Represent the association in concluding agreements and contracts with private or governmental entities within the scope of his/her authority, or when authorized by the President of the association and the Secretary-General to sign on their behalf.
13. Any other tasks required by work necessity or assigned by the administrative body.

➤ **Second: the Secretariat and Documentation (S&D)**

▪ **Functional Relations:**

1. Administration: Secretariat
2. Accountable to: The President of the Organization
3. Accountable for: NA

▪ **Function Requirements:**

1. Educational qualification: Bachelor's degree in computer, administration, or equivalent.
2. Practical experience: Special experience in the same field for two years.
3. High ability to use computer.
4. Excellent level in the English language.

▪ **Duties and Responsibilities:**

- 1) Follow-up and supplement the database and continuously follow-up data entry.
- 2) Carrying out the work assigned to him by the director of the association in relation to his work.
- 3) Carrying out secretarial work including paper and electronic archiving, forms for the progress of the administrative process, responding to communications and organizing visits.
- 4) Preparing for the meeting of the administrative body, the executive committee and the management of the association.
- 5) Follow-up administrative reports and annual plans and submit them to the director for analysis and feedback.
- 6) Writing and printing the minutes of the administrative body, the executive committee, the management of the association, and official notes.
- 7) Receiving incoming applications and presenting them to the Director to transfer them to the relevant departments or departments after being signed by the Director.
- 8) Any other tasks assigned to him by the director of the association.

➤ **Third: Human Resources Management**

▪ **Functional relationships:**

1. Management: Human Resources Unit.
2. Accountable to: The Chief Executive Officer.

▪ **Function requirements:**

1. Educational qualification: Bachelor's degree in management or equivalent.
2. Practical experience: Special experience for two years, and experience in the field of training.
3. Good level of computer skills.
4. Suitable level of English language proficiency.

▪ **Duties and responsibilities:**

1. Participate in developing the organization's annual plans within his/her scope.
2. Determine the organization's needs for human resources.
3. Work on implementing administrative systems, regulations, and rules.
4. Identify training needs for employees and develop their job skills.
5. Conduct periodic evaluations of employees in the organization in coordination with different departments.
6. Prepare payroll and entitlement lists for employees working in the organization and its projects,
including various types of incentives, bonuses, and allowances, and follow up on their disbursement.
7. Monitor daily and periodic levels of disciplinary adherence through attendance records and reports
submitted by specialists, and take the necessary measures in case of violation according to regulations.
8. Receive employment requests and handle other related transactions.
9. Prepare and review contracts with contractors working with the organization and its projects.
10. Prepare data related to promotions and bonuses and submit them to the Employment Affairs Committee.
11. Propose incentives and rewards for employees in accordance with the system.
12. Implement systems, regulations, and rules related to employee affairs, attendance, and entitlements, and prepare periodic summaries.

13. Maintain employee data and update it regularly, ensuring its confidentiality and preventing unauthorized access.
14. Prepare periodic and annual reports on work progress according to the applicable rules and regulations, and submit them to the Executive Director of the organization.
15. Perform coordination and integration tasks that link his/her activities with other departments and related functions.
16. Evaluate and develop the skills of employees in departments and sections and improve them efficiency.
17. Any other tasks required by the job position or assigned to him/her.

➤ **Fourth: Monitoring & Evaluation and Quality**

▪ **Functional Relationships:**

1. Management: Monitoring and Evaluation
2. Accountable to: The Chief Executive Officer.

▪ **Function requirements:**

1. Educational qualification: Bachelor's degree in Management or equivalent.
2. Practical experience: Two years of qualitative experience.
3. Good level of computer proficiency.
4. Excellent level of English proficiency.

▪ **Duties and Responsibilities:**

1. Inspecting, verifying, and evaluating all aspects of activity and implemented projects.
2. Verifying that resources were obtained on time and documenting them in records.
3. Inspecting and verifying compliance with plans, performance levels, and established objectives
4. Evaluating performance in all areas of work.
5. Recommending cancellation or modification of anything that obstructs or hinders effective performance and effective control.
6. Evaluating administrative decisions to ensure their consistency with applicable legislation.

➤ **Fifth: Financial Management**

▪ **1. Finance Manager:**

▪ Functional Relationships:

1. Management: Finance.
2. Accountable to: The Chief Executive Officer.
3. Supervises: Treasurer, purchasing, stores, maintenance.

▪ Function Requirements:

1. Educational qualification: Bachelor's degree in Accounting.
2. Practical experience: More than three years of experience.
3. Good level of English proficiency.
4. Good level of computer proficiency.
5. High skills in working with accounting systems such as (Yemen Soft - Unix).

▪ Duties and Responsibilities:

1. Prepare financial plans, reports, and budgets and submit them to the executive director.
2. Record financial transactions for the association, academic excellence centers, field committees,
and investment projects under the association.
3. Monitor the financial debts and credits in the association.
4. Keep accounting records and books in accordance with the accounting manual.
5. Submit financial reports at the end of each month, as well as the final financial account at the
end of
each fiscal year.
6. Monitor accounts and perform reconciliations.
7. Review receipts with cash depositors and transfer them to their designated accounts.
8. Issue payment vouchers (cash or check) automatically after approval by those authorized to do
so,
and after ensuring that the necessary and supporting documents for payment are complete.
9. Print payment vouchers in cash or checks after saving their data, signing them in the
designated
place, numbering the documents attached to the payment vouchers, and stamping them with a
return

stamp before sending them to the financial manager and the executive director.

10. Monitor the cash box by returning payment vouchers and ensuring their completeness, and having the beneficiary sign to confirm receipt of the amount, and that they are stamped with a payment stamp, and then archiving them.
11. Keep the association's checkbooks and issue them after approval by those authorized to do so.
12. Prepare stock supply vouchers for cash and deferred purchases, as well as in-kind donations (fixed assets, relief materials, medicines, stationery, etc.) according to the designated stores and based on invoices and supporting documents, and review them with the queries received from the stores keeper and sign for receiving the materials and entering them into the store under his custody.
13. Prepare stock withdrawal vouchers of all types from the designated stores based on the withdrawal instructions received from the financial manager and the executive director, ensuring the accuracy and completeness of their data, and the names and account numbers on which the amounts of the stock withdrawal vouchers are recorded.
14. Save the data of stock withdrawal vouchers, transfer and print them, attach each voucher with its withdrawal request and send it to the stores keeper to be disbursed to the beneficiaries and obtain their signatures for receiving them.
15. Keep files containing payment vouchers, receipts, daily entries, stock withdrawal and supply vouchers, and other documents related to the association in accordance with accounting practices.
16. Issue monthly salary sheets or any other compensation sheets after approval by the authorized persons, then sign them by the accountant, finance manager, and executive director.

17. Receive cash deposit notices from the treasurer, record them, and reconcile the bank account of the association with the bank statement on a monthly basis.
18. Finalize the data entered automatically (in accounts and stores).
19. Perform all daily entries, reconciliation entries, and closing entries, as well as prepare monthly review balances.
20. Attend regular and exceptional meetings in the association.
21. Any other tasks assigned by the association management.

▪ **2. Treasurer:**

The treasurer of the association is responsible for the following tasks:

- Perform financial collection and disbursement operations and issue financial documents according to accounting orders.
- Follow up on the collection of checks and disbursement of their values immediately upon receipt.
- Follow up on bank deposit and withdrawal operations.
- Follow up on the responsibility of the treasury, receive it, and settle it at the end of each month.
- Follow up on the collection of donations, gifts, and aid received by the association, as well as the remaining financial dues from donors, and deposit them into the association's account.
- Follow up on the receipt of supply notifications and bank statements.
- Deposit any financial amounts immediately and bring supply notifications to the association's account.
- Supervise field committees financially.
- Disburse and deliver the entitlements of sponsored individuals.
- Receive cash and issue receipts for the amounts collected, according to the specified account in the supply order issued by the financial manager, save and print them in original and two copies.
- Stamp the receipts with a cash receipt stamp and hand over the original receipt to the cash payer, keep one copy for the accounts and retain the second copy.

- At the end of each workday, collect the cash received, sort it by denomination, count it, and write the total amount.
- Disburse amounts to their entitled recipients based on disbursement orders issued to him by authorized signatories (accountant, financial manager, and executive director).
- Ensure the number of documents attached to the disbursement order matches the numbering issued by the accounting department.
- Ensure to obtain the signatures of the recipients of the disbursed amounts on the disbursement vouchers, indicating their receipt of the cash. Then stamp them with a payment stamp.
- Hand over the original disbursement vouchers to the accounting department daily, and retain a copy for himself.
- Receive checks after issuance, signature, and endorsement in his name, receive them from the bank, and disburse them to the entitled recipients as indicated on the attached lists with the checks disbursement vouchers, and obtain the signatures of the recipients of the disbursed amounts.
- Sign the daily cash report and inventory after reviewing it with the accountant and after conducting the actual inventory of the treasury.
- Keep the guarantees of judgments, evidences, and special documents, and provide them with receipt vouchers and register them in a special register according to the financial manager's instructions.
- Deposit the received cash into the bank according to the financial management's instructions and hand over the notifications to the accountant to record them in the bank for the treasury's benefit.
- Carry out any tasks entrusted to him by the financial manager.

▪ **3- Logistic:**

The logistic is responsible for the following tasks:

- 1) Prepare the procurement plan in coordination with the account's manager and financial management.
- 2) Receive purchase orders and follow up on completing the procedures related to them.
- 3) Contact merchants and contractors to obtain prices for the requested items in case of announcing a tender with crisis practices and submitting a report.
- 4) Open files to keep price lists for reference when requested.

- 5) Receive purchased items and deliver them to the warehouses and then record them in the inventory according to the recorded balances.
- 6) Prepare supply and acceptance orders.
- 7) Create a database for merchants and their business activities.
- 8) Create a record of purchases and present it to the management if requested.
- 9) Perform any tasks assigned to him by the nature of the work.

▪ **4- Storekeeper:**

The storekeeper is responsible for the following tasks:

- 1) Receive the purchased items received by the association and verify their compliance with the specifications according to the order.
- 2) Maintain inventory records and record the items delivered to the warehouse according to the applicable regulations.
- 3) Receive requisitions according to the prepared forms and deliver them according to the applicable rules.
- 4) Conduct periodic and annual inventory operations and prepare the relevant lists.
- 5) Store items according to their type.
- 6) Receive the returned items, whether they are valid or invalid, and prepare a report on the damaged items and inform the management accordingly.

▪ **5- Maintenance Specialist:**

The maintenance specialist is responsible for the following tasks:

- 1) Follow up on the technical conditions related to the association and submit a report on them.
- 2) Study and evaluate the various maintenance needs and the appropriate type of action to carry out the maintenance, the estimated cost, and the method of implementation.
- 3) Carry out the possible maintenance for the tools and devices belonging to the association.
- 4) Prepare a monthly report on the work carried out in the field of maintenance.

➤ **Sixth: Social Care Management**

▪ **Functional Relationships:**

1. Management: Finance.

2. Accountable to: The Chief Executive Officer.

▪ **Function Requirements:**

- 1- Educational Qualification: Bachelor's degree in Management or equivalent.
- 2- Practical Experience: Qualitative experience in projects related to organizations for a period of three years.
- 3- Very good level of proficiency in the English language.
- 4- Good level of proficiency in using computers.

▪ **Duties and Responsibilities:**

- 1- Preparation of annual and quarterly plans and programs for administrative tasks.
- 2- Participating with the association's specialists in preparing annual budgets and final accounts
- 3- Any other tasks assigned to the management.
- 4- Conducting social surveys to identify areas of poverty.
- 5- Preparing research forms for social sponsorships or any aspect of human affairs.
- 6- Conducting social research to identify individuals eligible for social sponsorships and food aid.
- 7- Coordinating and marketing with government agencies and internal and external organizations to adopt social care beneficiaries.
- 8- Distributing food aid provided by the association or foreign organizations and disbursing cash sponsorships to beneficiaries and targets.
- 9- Implementing contracts with third parties.
- 10- Submitting lists of social sponsorship beneficiaries to the association's concerned parties for disbursement.
- 11- Recording all beneficiaries of cash aid, sponsorships, and food aid provided by the association
either manually or electronically.

➤ **Seventh: Programs and Projects Management**

▪ **Functional Relationships:**

- 1- Management: Programs and Projects Management
- 2- Reports to: The Chief Executive Officer.
- 3- Supervises: Project Officers.
- 4- Responsible to: Partnership Officer.

▪ Function Requirements

- 1- Educational Qualification: Bachelor's degree in Management or equivalent.
- 2- Practical Experience: Qualitative experience in projects related to organizations for a period of three years.
- 3- Very good level of proficiency in the English language.
- 4- Good level of proficiency in using computers.

▪ Duties and Responsibilities:

- 1- Preparation of annual and periodic plans and reports for projects and marketing them internally and externally
- 2- Participating in the search for funding sources for the implementation of capital and investment projects.
- 3- Preparation of estimated costs for projects before including them in the association's budget (in local and foreign currency).
- 4- Participating in the preparation of budgets and final accounts for the association.
- 5- Participating in the implementation of tender procedures for projects to be implemented by the association according to its approval from the association's management.
- 6- Marketing the association's projects through organizations, companies, businessmen, and following up on them in coordination with the relationship specialist.
- 7- Implementing seasonal and emergency projects and field participation in coordination with the association's leadership.
- 8- Opening records and files for all projects that the association will implement or is required to implement.
- 9- Collecting and delivering the value of tenders to the association's accounts.
- 10- Coordinating with human resources to train workers in projects.
- 11- Participating in contracting with engineers and technicians supervising the implementation of projects.
- 12- Preparing tender procedures before announcing their publication.
- 13- Participating with the association's management in completing tender procedures after their announcement.

- 14- Preparing abstracts for contractors who won the tenders and submitting them to the association's management.
- 15- Any other tasks related to the work of management or assigned to the management.

➤ **Eighth: Public Relations and Media Department**

▪ **1- Public Relations Department**

The public relations specialist in the Association is responsible for the following tasks:

1. Expanding awareness of the Association's work.
2. Participating in the preparation of marketing plans with the project management.
3. Preparing a report for each marketing operation submitted at least at the end of each month and at the end of the year.
4. Corresponding with local, Arab, and foreign humanitarian institutions regarding project funding (Online marketing) and responding to them.
5. Strengthening the relationship between the Association and government, civil, and individual entities.
6. Providing information about the Association and its activities to beneficiaries, visitors, journalists, and news agencies upon request.
7. Coordinating with the media to follow up on what is published about the Association in the media.
8. Preparing and arranging everything required for celebrations, events, and activities organized by the Association in coordination with the media management.
9. Supervising the organization of promotional exhibitions and cultural programs to introduce the Association and highlight its role and mission to the community.
10. Coordinating with private sector agencies to obtain discounts for the benefit of Association members.
11. Developing general plans for the public relations department within the overall objective.
12. Working to attract volunteers to participate in the Association's activities.
13. Corresponding with local and international organizations and creating memoranda of understanding and joint cooperation relations.
14. Arranging visits by local and international organizations to market the Association.
15. Monitoring membership procedures and partnership protocols with local and international

organizations, coalitions, networks, and associations serving the charitable and humanitarian field.

16. Preparing a database of donors.

▪ 2. Media Department

▪ Functional Relationships:

1. Management: Public Relations and Advertising Management.

2. Reports to: The Chief Executive Officer.

3. Supervises: None.

▪ Function Requirements

1. Education: Bachelor's degree in Media or equivalent.

2. Experience: One year of relevant experience.

Skills:

1. Good command of the English language.

2. Proficient in using a computer.

3. Professional use of design software.

4. Knowledge of photography and ability to take pictures.

▪ Duties and Responsibilities:

1. Developing policies and plans for the Association's media.

2. Documenting and archiving (projects, events, activities).

3. Creating various publications for the Association, including magazines, brochures, annual reports, guides, and others.

4. Creating designs in various forms.

5. Organizing festivals, celebrations, and press conferences for the Association.

6. Creating visual productions (reports, advertisements, music videos).

7. Creating reports on the Association's activities (quarterly, annual, periodic).

8. Writing news releases and supervising the Association's interfaces.

9. Publishing internally (Association website, Facebook, Twitter, YouTube, Telegram, and WhatsApp).

10. Publishing externally (television channels, newspapers, magazines, radio, websites).

11. Creating printed materials (canvas prints, banners, stands, envelopes, folders, sponsorship cards, calendars, etc.).
12. Creating various advertisements (jackets, pens, cups, bags, flash drives).
13. Communicating with various media outlets.
14. Sending press releases and documenting projects for supporters.

➤ **Ninth: Branches and Committees Management**

▪ **Functional Relationships:**

1. Management: Executive Management.
2. Reports to: The President of the Organization
3. Supervises: All administrative units in the branch office.

▪ **Function Requirements**

1. Education: Bachelor's degree in Development or Administrative field
2. Experience:
 - Two years of relevant experience
 - Ability to use a computer according to job requirements
 - Excellent level of English language proficiency
 - Leadership skills

▪ **Duties and Responsibilities:**

1. Collaborating with field branches and committees in preparing and implementing plans and measuring their execution.
2. Assisting in preparing the Association's budget and final accounts.
3. Monitoring the Association's branches in the provinces and committees in executing their daily, monthly, and annual tasks, and requesting reports on the achievements of the branches and field committees in the directorates.

4. Measuring the performance level of the branches in the provinces and field committees in the directorates, identifying negative deviations in performance, and submitting reports on the performance measurement level.
5. Reporting to the Association's leadership on the needs of the branches and field committees for furniture, equipment, consumables, and supplies.
6. Conducting quarterly field visits to the branches in the provinces to discuss the problems and difficulties that hinder the work of the branches and committees and submitting reports to the Association's leadership to develop solutions that improve and develop their performance.
7. Preparing studies and research to develop the branches and committees and presenting them to the Association's leadership.
8. Monitoring the Association's leadership in disbursing the branches' needs.
9. Coordinating with the financial officer and financial resources management in monitoring the financial resources collected from the branches and field committees.
10. Preparing records and books of fixed assets held by the branches and committees.
11. Performing any other tasks required by the management or assigned by the Association's management.

➤ **Tenth: Women and Children's Management:**

▪ **Functional Relationships:**

1. Management: Women and Children's Management.
2. Reports to: The President of the Organization.

▪ **Function Requirements**

1. Education: Bachelor's degree in Development or Administrative field
2. Experience: Two years of relevant experience
3. Ability to use a computer according to job requirements
4. Excellent level of English language proficiency

▪ **Duties and Responsibilities:**

1. Developing annual plans and programs for women and children's care.
2. Participating in preparing budgets and final accounts for women and children's care.

3. Conducting statistics and surveys related to women and children.
4. Identifying the numbers and percentages of women and children in need of urgent relief in conflict areas.
5. Coordinating with the program manager to market the emergency relief needs of women and children in conflict areas through foreign organizations.
6. Preparing research and studies on the conditions and livelihoods of women and children in different areas.
7. Holding seminars and workshops for women and children in different areas.
8. Proposing to the Association's leadership to intervene by providing aid and relief to women and children in different areas.
9. Performing any other tasks and specialties.

➤ **Eleventh: Volunteer Management**

▪ **Function Requirements**

1. Execute all tasks related to volunteer work.
2. Participate in planning volunteer activities and propose appropriate ways to implement them.
3. Attend meetings related to volunteers and apologize in appropriate ways if unable to complete participation.
4. Contribute to enhancing the efficiency of volunteer work in the community.
5. Understand the goals and aspirations of the association and respect its internal policies.
6. Respect all other individuals regardless of their job nature and social classes.
7. Perform all required tasks correctly.
8. Do not use volunteer funds for personal expenses.
9. Maintain a constant enthusiasm while performing volunteer work.

Duties and Responsibilities for Project employees:

Job Title: Project Officer

First: Conditions for filling the position

- 1- Bachelor's degree in Humanities or any related field.
- 2- Proficiency in the English language in writing and speaking - preference is given to those who are fluent in the use of the English language.
- 3- Experience in coordination, supervision and work with local communities.
- 4- Experience in the field of work in the context of food security, especially planning and supervising the process of registration and verification of beneficiaries and the distribution of food vouchers.
- 5- The ability to solve field problems and withstand work pressure.
- 6- Proficiency in using computer software (Word and Excel).
- 7- Teamwork and good communication skills.

Second: duties and responsibilities



1. Coordinating project implementation and ensuring project activities are implemented in a timely manner and in accordance with the operational plan.
2. Coordinating project implementation and ensuring project activities are implemented in a timely manner and in accordance with the operational plan
3. Follow up on the implementation of the main activities of the project, such as registration, verification, and distribution of vouchers and foodstuffs
4. Ensure timely submission of high quality progress reports on project activities and work closely with the Project Manager to ensure reporting
5. Establish positive and effective relationships with beneficiaries, community leaders and local authorities.
6. Implement the specified activities in a timely manner and complete their documentation from signed food lists and work reports and hand them over to the program management
7. Other tasks required by the project manager

Job Title: Logistics

First: Conditions for filling the position

1. Bachelor's degree or equivalent in a related subject
2. Substantial knowledge of standard logistics procedures and practices required.
3. Familiarity with expected financial procedures and human resources.
4. Minimum two years experience in a similar position
5. Ability to multitask, prioritize, and manage time efficiently
6. Excellent written and verbal communication skills;
7. Computer skills including MS Office Word Excel).
8. Good at using English.

Third: duties and responsibilities



- 1- Responsible for ensuring the receipt and delivery of materials related to project activities according to the quality, time and quantity planned and required by the project management.
- 2- Preparing bills of quantities to implement the activities specified in the project according to the specifications and standards specified in the project proposal and according to the available budget.
- 3- Preparing contracts for selected suppliers in coordination with project management and related departments.
- 4- Maintain records of project documents related to tender and bidding procedures, contracts, payment certificates and progress reports, project correspondence and all other related documents.
- 5- Prepare appropriate forms for procurement and supply of project materials ensuring project manager approval
- 6- Oversee and monitor stores and updates as required
- 7- Preparing the movement of exchange and supply of warehouses and submitting reports.
- 8- Update the logistics work plan on a weekly basis
- 9- Carrying out logistical procedures according to the donor's policy
- 10- Ensure warehouse management, including storage space, warehouse condition, and the extent to which the warehouse accommodates materials.
- 11- With regard to safety: Monitoring the movement of cars for field exits and ensuring the availability, safety and health of cars before each field visit, in coordination with the project manager to approve the movement.
- 12- Carry out well-coordinated procurement and logistics activities as per funder policy.
- 13- Carry out any tasks required by the project manager.

Job Title: Follow-up, evaluation and reports

First: Conditions for filling the position

1. Holds a Bachelor's or Master's degree in Business Administration or a related field.
2. Previous experience of not less than two years in the field of monitoring, evaluation and writing reports.
3. Perfect proficiency in the English language (reading, writing, speaking)
4. High competence in sound logical thinking and analytical capabilities.
5. High competence in writing reports and developing work manuals and procedures in both English and Arabic.
6. Ability to coordinate and work within a team, take responsibility and make decisions.
7. Flexible, innovative and proactive diplomatic personality with high communication and communication skills.
8. Ability to handle work pressure and adhere to deadlines.
9. Proficiency in the use of Microsoft office application software

Second: duties and responsibilities

1. Develop a work plan for the work of the project
2. Monitoring and evaluating the implementation of project activities
3. Procedures Surveys Analyzes in Proposal, PDM Baseline, Endline and Outcome.
4. Implementing quality standards, collecting and analyzing data, and submitting reports in English on a periodic basis
5. Completion reports, final report and other reports required from the donor and uploading them in English to the project system.
6. Set up a complaints mechanism and feedback mechanism to ensure that all stakeholders have equal opportunities to give feedback on the project.
7. Preparing results-level data collection tools according to project monitoring and evaluation plans and sharing them with staff and partners.
8. Carrying out regular visits to the project implementation field sites to monitor and evaluate the level of implementation of activities.
9. Ensure that all project staff understand and adhere to the work logical framework, indicators and objectives of the project.
10. Record lessons learned and case of good practice through field visits
11. Any other tasks as requested by the Project Manager

Job name: Secretarial

First: Conditions for filling the position

Qualifications & Experience:

1. Bachelor's degree in business administration/computer or equivalent.
2. Experience of not less than two years in the secretarial field

Second: Skills and Abilities:

1. Proficiency in both English and Arabic languages.
2. Advanced level in computer use and Microsoft applications.
3. High speed typing in both Arabic and English.
4. Language drafting skills.
5. High ability to achieve and adhere to deadlines.
6. Very high communication skills.
7. High ability to supervise, coordinate and follow up.
8. High ability to manage time.

Job Title: Community Mobilizers

First: Conditions for filling the position

1. Obtain a university qualification in a work-related field
2. Ability to write reports and meeting minutes
3. Have leadership qualities because the work will be in coordination with the leaders of civil society organizations in the targeted areas.
4. He or she must not have any restrictions regarding movement in the isolation and target areas
5. Strong knowledge of the nature of target areas and rural communities.
6. Ability to perform under pressure.
7. Excellent communications skills and interpersonal skills.

Second: duties and responsibilities

1. Carrying out community mobilization and explaining the project's activities, goals and objectives to the target communities
2. Explain the criteria for selecting beneficiaries and facilitate community participation in the process of selecting community committees in coordination with FSL staff.

3. Facilitate the selection of beneficiaries at the community level, ensuring that beneficiaries meet pre-determined criteria and complete the verification process
4. Educating beneficiaries of their rights.
5. Receive complaints and work with the MEAL Officer on beneficiary issues
6. Report any field problems or challenges to the FSL field staff in a timely manner and take appropriate follow-up action after discussion with the concerned staff
7. Direct participation in aid distribution, ensuring that intended beneficiaries are aware of distribution times and location.
8. Liaise and work with beneficiaries, community representatives, local authorities and other project staff to ensure accountability and optimal use of project resources.
9. Conduct regular field visits to project sites to monitor work.
10. Contribute to the coordination with other organizations that carry out related activities.
11. Document lessons learned and success stories in the project.
12. Any other tasks assigned by the project management

Job title: HR assistant

First: Conditions for filling the position and skills

1. Bachelor's degree in Human Resources, Business Administration, or equivalent
2. Basic knowledge of labor laws
3. Experience of not less than two years
4. Excellent organizational skills.
5. Language and English proficiency
6. Strong communications skills

Second: duties and responsibilities

1. Assist the Human Resources Manager in arranging employee contracts and teams in the field.
2. Follow-up employees attendance and departure of employees and follow-up annual and sick leaves.
3. Maintain appropriate documentation for staff and ensure they are aware of the Code of Conduct.
4. Assist the HR Manager to manage HR administrative work, including scheduling, maintaining files and sorting mail for the HR department
5. Enter employment data into a computer database

6. Track and update employee papers.

Job Title: IT Specialist

First: Conditions for filling the position

1. Holds a Bachelor's degree in Computer Science, Computer and Software Engineering, or a related field
2. Previous experience of not less than two years in the same field of work
3. Experience in analyzing, implementing and evaluating IT systems and their specifications
4. Sound understanding of computer systems (hardware/software), networks etc.
5. Good English, both written and spoken.

Second: duties and responsibilities

1. The main role of the IT manager is to install, configure, and maintain computer network systems
2. Responsible for ensuring that the computer network is working properly and up to date, and for ensuring that the network is running smoothly and efficiently.
3. Management of information technology and computer systems
4. Ensure data security, network access and backup systems
5. Install and configure computers, software, systems, networks, and printers
6. Monitor and maintain computer systems and networks
7. Troubleshoot system and network problems, diagnose and resolve hardware or software errors
8. Set up new user accounts and profiles and handle password issues

Job name: Livelihood specialist

First: Conditions for filling the position

1. Bachelor's degree in social sciences, development studies, or a related field
2. Work experience of not less than two years

Second: duties and responsibilities

1. The main task of the Livelihoods Specialist is that he will be responsible for supervising and following up, advising and advising the beneficiaries step

- by step regarding the livelihoods activities they have chosen and following up on how much benefit the beneficiaries will get from the livelihoods.
2. Effective training of beneficiaries.
 3. Provide technical support to the project team to implement livelihood activities at the beneficiary level.

Job title: WASH engineer officer

First: Conditions for filling the position

1. Bachelor's degree in Civil Engineering.
2. Two years of relevant experience in the same field.
3. Experience in preparing various engineering reports.
4. Knowledge and understanding of construction management.
5. Experience in preparing Bill of Quantity (BOQ) and budgets.

Second: duties and responsibilities

1. The Water and Sanitation Engineer will be responsible for carrying out rehabilitation activities and preparing bills of quantities, specifications and tender documents.
2. Directly monitor the implementation of rehabilitation and installation activities.
3. Designing bills of quantities, specifications, developing contracts, reviewing prices, and monitoring and evaluating activities related to water and sanitation.
4. Ensure quality, conformity, cost and timeliness of assigned projects.
5. Training of community volunteers and members of the water and sanitation committees in activities related to water and sanitation.

(1) نموذج طلب إجازة

Republic of Yemen Bena Charity For Human Development Permit No(76-96) Member of Arab NGOs	 BCFHD منح إجازة	الجمهورية اليمنية جمعية بناء الخيرية للتنمية الإنسانية حاصلة على تصريح رقم (٧٦) خ ٩٦ م عضو الشبكة العربية للمنظمات الأهلية
رقم الوثيقة : ٩ الهيكل الإداري : ٩	عام : رقم الموظف : 1 5	رقم المرجع : المحترم
إلى الأخ / البيان : عمل خاص		
نوع الإجازة : 1	اسم الإجازة : الإجازة السنوية	من تاريخ : 14/09/2021 إلى تاريخ : 14/09/2021 الفترة بالأيام : 1.00 رصيد الإجازة : 22.11
البيان : ٢٩,١٠٦١٧٦٤٧.٥٨٨٢٣٥٢٩٤١١٧٦٤٧٠ : الرصيد الحالي		
الموظف البديل ١ : الاسم / التوقيع /		
جهة الطلب : الاسم / التوقيع /		
الموارد البشرية : يعتمد		

Republic of Yemen Bena Charity For Human Development Permit No(76-96) Member of Arab NGOs	 BCFHD منح إجازة	الجمهورية اليمنية جمعية بناء الخيرية للتنمية الإنسانية حاصلة على تصريح رقم (٧٦) خ ٩٦ م عضو الشبكة العربية للمنظمات الأهلية
رقم الوثيقة : ٢٥٧ الهيكل الإداري : ٩	عام : رقم الموظف : 3 4	رقم المرجع : المحترم
إلى الأخ / البيان : إجازة مرضية		
نوع الإجازة : 2	اسم الإجازة : إجازة مرضية	من تاريخ : 13/06/2022 إلى تاريخ : 14/06/2022 الفترة بالأيام : 2.00 رصيد الإجازة : 27.00
البيان : ٢٥ : الرصيد الحالي		
الموظف البديل ١ : الاسم / التوقيع /		
جهة الطلب : الاسم / التوقيع /		
الموارد البشرية : يعتمد		

منح إذن

الفترة : 1 - يناير	تاريخ الإذن : 11/01/2022	رقم الوثيقة : 12
رقم المرجع :	رقم الطلب :	نوع الإذن : عام
		رمز الفترة : توام رسمي
		رقم نوع الإذن : 1
المدة بالساعات : 2.97	الوقت : 14:00	من الوقت : 11:02
		البيان : عمل خاص
		سبب طلب الإذن : عمل خاص

جهة الطلب :
الاسم :
التوقيع :
الموارد البشرية :
المسؤول المباشر :

(4) تكليف مهمة عمل

- Bena'a

.Tele No
.Fax No
P.O.Box



تكليف مهمة عمل

جمعية بناء الخيرية - المركز الرئيسي

تعر - ش جمال - جوار شركة يمن سوفت

رقم التتبع
رقم الفاكس
رقم البريد

رقم الوثيقة : ١٤	المركز الرئيسي	رقم الفرع :
النوع : ١ - عام		رقم المرجع :
		نوع الفترة :

جهة إصدار القرار

من تاريخ : ١٠٠٠١٠٢٠٢٢	إلى تاريخ : ١٠٠٠١٠٢٠٢٢	الفترة بالأيام : ١
من الوقت :	إلى الوقت :	المدة بالساعات :

إثبات البصمة : *

مستخدم : *

البيان : نزول ميداني

م	اسم الموظف	المسمى الوظيفي
1		

ملاحظات	رقم التقرير م. ١٠٠٠٠٠٠٠٠	إجمالي/ فترات العمل							اليوم التاريخ	م	
		تكاليف مهمة خارجية	الحضور ساعة	خروج مبكر ساعة	تأخير بداية الدوام	ساعات عمل الموظف	ساعات دوام فترة العمل	دوام زمن الإصراف			دوام زمن الحضور
المستوى ١ رقم النوع ١١ المركز الرئيسي المستوى ٢ مركز التكلفة ١٠٠٠٠٠ إدارة الجمعية المستوى ٣ رقم الموظف ١٥ أعضاء سيد الطياني											
	0.00		5.42	0.00	0.00	5.42	6.00	13:49	08:07	الأربعاء ١٠/٠٦/٢٠٢٢	١
	0.03		5.32	0.10	0.00	5.32	6.00	13:35	08:03	الخميس ١٠/٠٦/٢٠٢٢	٢
راحة ، راحة	0.00					0.00	0.00			الجمعة ١٠/٠٦/٢٠٢٢	٣
راحة ، راحة	0.00					0.00	0.00			السبت ١٠/٠٦/٢٠٢٢	٤
	0.00		5.31	0.00	0.00	5.31	6.00	13:46	08:15	الأحد ١٠/٠٦/٢٠٢٢	٥
	0.00		5.50		0.00	5.50	6.00	14:05	08:15	الاثنين ١٠/٠٦/٢٠٢٢	٦
	0.00		5.40	0.00	0.00	5.40	6.00	13:45	08:05	الثلاثاء ١٠/٠٦/٢٠٢٢	٧
	0.00		6.22	0.00		6.22	6.00	13:56	07:34	الأربعاء ١٠/٠٦/٢٠٢٢	٨
	0.00		5.53	0.00	0.00	5.53	6.00	13:58	08:05	الخميس ١٠/٠٦/٢٠٢٢	٩
راحة ، راحة	0.00					0.00	0.00			الجمعة ١٠/٠٦/٢٠٢٢	١٠
راحة ، راحة	0.00					0.00	0.00			السبت ١١/٠٦/٢٠٢٢	١١
	0.00		5.40	0.00	0.00	5.40	6.00	13:46	08:06	الأحد ١١/٠٦/٢٠٢٢	١٢
	0.00		6.48		0.00	6.48	6.00	14:56	08:08	الاثنين ١١/٠٦/٢٠٢٢	١٣
	0.00		6.09	0.00		6.09	6.00	13:59	07:50	الثلاثاء ١١/٠٦/٢٠٢٢	١٤
	0.00		5.43	0.00	0.00	5.43	6.00	13:55	08:12	الأربعاء ١١/٠٦/٢٠٢٢	١٥
	0.01		5.54	0.05		5.54	6.00	13:40	07:46	الخميس ١١/٠٦/٢٠٢٢	١٦
راحة ، راحة	0.00					0.00	0.00			الجمعة ١١/٠٦/٢٠٢٢	١٧
راحة ، راحة	0.00					0.00	0.00			السبت ١١/٠٦/٢٠٢٢	١٨
	0.00	1.00	6.00			6.00	6.00	14:00	08:00	الأحد ١١/٠٦/٢٠٢٢	١٩
	0.00	1.00	6.00			6.00	6.00	14:00	08:00	الاثنين ١٢/٠٦/٢٠٢٢	٢٠
	0.00	1.00	6.00			6.00	6.00	14:00	08:00	الثلاثاء ١٢/٠٦/٢٠٢٢	٢١
	0.00	1.00	6.00			6.00	6.00	14:00	08:00	الأربعاء ١٢/٠٦/٢٠٢٢	٢٢
	0.00	1.00	6.00			6.00	6.00	14:00	08:00	الخميس ١٢/٠٦/٢٠٢٢	٢٣
راحة ، راحة	0.00					0.00	0.00			الجمعة ١٢/٠٦/٢٠٢٢	٢٤
راحة ، راحة	0.00					0.00	0.00			السبت ١٢/٠٦/٢٠٢٢	٢٥
	0.00		5.35	0.00	0.00	5.35	6.00	13:45	08:10	الأحد ١٢/٠٦/٢٠٢٢	٢٦
	0.00		5.36	0.00	0.00	5.36	6.00	13:45	08:09	الاثنين ١٢/٠٦/٢٠٢٢	٢٧
	0.00		5.30	0.00	0.00	5.30	6.00	13:45	08:15	الثلاثاء ١٢/٠٦/٢٠٢٢	٢٨
	0.01		5.26	0.03	0.00	5.26	6.00	13:42	08:16	الأربعاء ١٢/٠٦/٢٠٢٢	٢٩