SDA - Songinokhairkhan AP

Location: [Asia & Pacific] [Mongolia]

Town/City: Ulaanbaatar

Category: Sponsorship

Job Type: Open-ended, Full-time

JOB DESCRIPTION

WV developed a number of systems and tools to sustain the relationship between the child and sponsor family and to ensure that accurate information is recorded and sent to the sponsor family. WV manages and sustains the relationship between the registered child and sponsor family by monitoring the child's development in their communities.

This position is responsible for the analysis, documentation and management of sponsorship data at field level. This position will require frequent visits to the communities for monitoring and verification of registered children (RC) wellbeing and data. Moreover, responsible for Sponsorship Data Management at the Area Program (AP) level ensuring the quality of data and data management practices are aligned to WVI sponsorship and Child Protection policies, standards and procedures.

MAJOR RESPONSIBILITIES

- Manage the sponsorship tools and systems such as Horizon, Rich Media Transfer (RMT) or photo development.

- Manage the upgrade of Horizon, Rich Media Transfer (RMT) and Maas360 installation

- Ensure annually backup on captured medias via mobile/camera to prevent from potential risks

- Do synchronize and daily update on sponsorship systems and Horizon mobile application (Horizon)

- Manage the security of passwords of the Windows and mobiles devices, sponsor labels and Registered Children (RC) information

- To take a part of the translation on sponsorship correspondences with good quality of sponsorship standard.

- Ensure the quality assurance of the child and community of Sponsorship 2.0 products (Child Update Video, Child Update Photo, Child Greeting Video, Child Greeting Photo, Community Update Photo, Community Update Video, Community Update Video-Child Special Moment, Community Introduction Video, Community Farewell Video etc.)

- Uploading APR photos (Child Update Photo) with good quality in Horizon

- Ensure collected data quality and enter into Horizon

- Timely follow up action with AP staffs and to make sure RC monitored or recorded in the system according to the Sponsorship standard

- Generate the system reports and verify the accuracy of data. And share with AP team, take needy follow-up with partners and volunteers

- Analyze the system reports and follow-up on Case management report

- Support data management and quality through the Transformed Field Environment (TFE) ways of data collection

- Responsible for Child History (CH) update, partnership Hold Reactivation, Drop, Replacement and RC growth and file archive for RC folder

- Responsible on RC participation mapping and do next appropriate action for RC inclusion.

- Conduct Sponsorship awareness and Sponsorship Basic Training (SBT) to community partners, volunteers and children with support of Sponsorship staff

- Train AP staff and volunteers on Sponsorship systems, Transformed Field Environment (TFE) and HORIZON mobile, Sponsorship 2.0, Digital Imaging and RC data management

- Share best practices of database management between clusters and APs and contribute to the center of excellence or community of practice.

- Keep track of the reflections and lessons learned as the Transformed Field Environment (TFE) is being implemented at the Area Programme (AP) level and share with the National Office Sponsorship Team and other Area Programme (APs)

MAJOR QUALIFICATIONS

- Minimum Education Required: Bachelor's degree with two years' work experience in development organization.

- At least two years' experience in data/systems management and basic IT troubleshooting preferred

- Experience using Microsoft Office, Internet and Lotus Notes

- Fluency and skills in oral and written communication in English and Mongolian.

- Ensure and plan the works with smart way and prioritize to meet deadlines balancing workload

- Ability to work in team with a good communication.

- Ability to set standards and monitor the activities for quality

- Open to adapt new technology and learning new initiatives

- Knowledge and experience in community development/community engagement