

Sponsorship Assistant - Rideegama

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Rideegama

Category: Sponsorship

Job Type: Fixed term, Full-time

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

Sponsorship Assistant

Location – Rideegama

Job Profile

The Sponsorship Assistant provides support to the Sponsorship Coordinator for the implementation of Sponsorship operations within the Area Programme. The position supports the Sponsorship Coordinator in assuring the accurate and timely processing of correspondence and monitoring of child well-being outcomes for all Registered Children. The position participates in community engagement and capacity building efforts of partners and community groups.

Major Responsibilities

- Assist Sponsorship Coordinator to plan sponsorship education processes and contribute as needed
- Participate in community engagement and capacity building efforts of partners and community groups
- Supports development of child selection criteria along with the Sponsorship Coordinator
- Ensure sponsorship activities are integrated within project activities
- Provide support to ensure Child Monitoring Standards are met
- Assist Sponsorship Coordinator to ensure Sponsor communications activities are done aligned with integrated plan and designed in such way so as to while contribute to life skills and development assets of children
- Support to prepare Annual Sponsorship Budgets and Annual Business Plans

Required qualifications, experience & competencies

- At least 2 years' experience in NGO / INGO in Development Sector in similar position
- At least 1 year of experience as a Mobiliser/ Sponsorship Field Assistant
- Completed G.C.E Advanced Level successfully
- A Higher Diploma (A study course exceeding 6 months or more) in Development Studies, Sociology, Counselling or any relevant stream of studies

- A thorough understanding of all areas of Sponsorship Operation
- Proficient in English. Proficiency in Sinhala and/or Tamil will be an added advantage
- Willingness to be flexible with hours when necessary and able to travel often in the field

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

Only short listed candidates will be notified.