

Project Officer - CESP

Location: [Africa] [Kenya]

Town/City: Garbatulla

Category: Sponsorship

Job Type: Fixed term, Full-time

You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview In case you are shortlisted

Job title : Project Officer -Community Engagement & Sponsorship Program

Reporting to : Cluster Manager

Grade Level : 12

Work Location : Garbatulla

Purpose of Position

To facilitate programming, engagement and management of sponsorship operations aimed at contributing to enhanced child and sponsor relationship, and improved child wellbeing outcomes within the AP

Major Responsibilities

Sponsorship operations, 40%

- Gift Notifications (GNs) are tracked, processed, closed at AP and NO and

acknowledgement documentation sent to SO within the standard timeline as per the respective SO requirements.

- Correspondences (SLs, ILs, queries, ELs etc.) are tracked and processed within the standard time.
- Facilitate production of sponsorship 2.0 products (Child Greeting Video (CGV), Child Special Moment Videos (CSMV), Community Introductory Videos (YIVs) and Community Annual Photos (YAP)) as per guidelines/standards and timelines
- Ensure RC level are maintained as per the AP plan
- Ensure overage RC are dropped as per standards
- Facilitate development of MOUs with LIs and timely funding of the LIs
- RC are monitored within the standard timelines
- Ensure CWB/case management issues are addressed as per standards
- Facilitate timely implementation of birthday bounce backs and community gifts
- Facilitate processing of APR and Christmas cards as per guidelines and timelines – ensure business processes are followed accordingly
- Facilitate capturing of child and family participation and support
- Facilitate children birth registration within the AP
- Facilitate management of RC files
- Ensure security of sponsor addresses/contacts

- Facilitate effective management of RC death processes – timely reporting, development of detailed report, dropping of records, verbal autopsy
- Facilitate effective sponsor/donor visits to the AP – ensure they sign child protection protocol and complete feedback questionnaire
- Facilitate integration of child protection initiatives and take lead in case management – reporting of cases as per WV standards, follow for actions

End Results Expected

- *Standard operating indicators (SOIs) sustained green every month*
- *RC monitored every 90 days*
- *RC levels sustained at the planned level*
- *Quality sponsorship 2.0 products timely submitted as per schedule and guidelines*
- *CWB issues timely attended to*
- *RC and family participation and support meets expectation*
- *LI timely funded*
- *RC files complete, up to date and stored under lock and key*
- *Birthday bounce backs and community GNs timely implemented*
- *RC birth registration minimum of 95%*

- *Sponsor/donor visits well facilitated*
- *Child protection violations timely reported to the NO and duty bearers*

Programming and reporting, 20%

- Facilitate development of CESP project annual operating plan (AOP)
- Ensure timely implementation of activities and budgets sustained at acceptable level
- Facilitate DME processes – assessments, AP re/design, baselines, project monitoring/implementation, evaluations, , transition processes,
- Facilitate learning, review and reflection forums and documentation of best practices/change stories
- Generating quality reports – activity reports, monthly, quarterly, semi-annual and annual
- Management of project management information system (horizon) – DIPs, ITTs, budgets and activity monitoring
- Sharing of SSUI reports for management decision making
- Support effective integration of Sponsorship operation interventions with other projects in the program.
- Facilitate spiritual nurture of children in the AP
- Support asset mapping against RC

End Results Expected

- *Timely submission of quality AOP*
- *Budget utilization sustained at*