

Sponsorship and Program Facilitator – (WASH) - Kasulu

Location: [Africa] [Tanzania]

Town/City: Kigoma

Category: Sponsorship

| JOB PURPOSE | | |
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| <p>To provide technical support in design, implementation, monitoring and evaluation of Water supply, Sanitation and Hygiene (WASH) and natural resources management projects/programs within WVT areas of operation</p> <p>Observe mission and core values of World Vision and demonstrate a quality of spiritual life that is an example to others.</p> | | |
| MAJOR RESPONSIBILITIES | | |
| % of time | Activity | End Results |
| 10% | To support WASH projects/programs Team Leaders/Managers in ensuring compliance of all WASH standards and donor regulations | <ul style="list-style-type: none"> • Consult on the development of WASH technical programme design and planning • Consult on the design and plan national WASH strategy • Prepare detailed implementation plans in area of technical |

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| | | <p>responsibility</p> <ul style="list-style-type: none"> • <i>Develop annual work plans in the area of technical expertise</i> • <i>Develops and ensures execution of procurement plan in alignment with policies and standards</i> • Develop budgets for sectoral initiatives |
| 10% | Technical guidance, supervision & quality assurance | <ul style="list-style-type: none"> • Monitoring the progress of projects from beginning to end (from feasibility stage to design through to construction and hand over or supervision one section of a large project) • Timely submission of progress reports to relevant partners • Preparation of BOQ as per National Standards |

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| | | <ul style="list-style-type: none"> • Provide technical supervision of the programme • Stay apprised of direct implementation of activities • Stay apprised of indirect support to implementation of services • Assess and track quality of implementation and alignment to standards, government policies and TP/DIP plans. • Conduct activities to assess quality in the field, solicit community and stakeholder feedback |
| 10% | Technical design and implementation of WASH projects | <ul style="list-style-type: none"> • Administering contract and ensuring that work is completed on time. • Design, plan and |

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| | | implement WASH activities |
| 10% | Monitoring, Evaluation and reporting | <ul style="list-style-type: none"> • Monitoring and evaluation of WASH activities • Utilise field data to write reports and contribute toward learning and quality improvement • Support the capture of lessons learned stories and good practice • Knowledge management • Support research projects to explore programme quality and efficacy, and to test new approaches and innovations |
| 15% | Management of sponsorship performance <ul style="list-style-type: none"> • Monitoring of RC in line | <ul style="list-style-type: none"> • All sponsorship standards are well |



with partnership standards.

maintained

- RC records and files well managed and stored securely.
- Support RCs to correspond with sponsors in a timely manner.
- Facilitate processing of all special mails; Christmas cards, Spontaneous letters, APR, introductory letters within partnership standard.
- Support children to respond to sponsor correspondences- Sponsor letters and introductory letters.
- Support management of Support Office Queries, Gift Notifications, mails, and file copies of correspondences in children's files.

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| | <ul style="list-style-type: none"> • Conduct and produce quality periodic mailings Annual Progress Report – (APR) and Christmas Cards. • Take quality pictures according to the required standards. • Mobilize and support RC families to adequately prepare for and manage sponsor visits. | |
| 15% | <p>Monitoring of Registered Children</p> <ul style="list-style-type: none"> • Support development of integrated monitoring plan in assigned area with ADP stakeholder • Analyze HOPE Horizon management report and follow up critical RCs findings by using case management tool • Analyze Child well-being (CWB) RC visits and | <ul style="list-style-type: none"> • All sponsorship standards are well maintained |

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| | <p>Service Operation Indicator (SOI) reports from HOPE Horizon and share them with AP stakeholders</p> <ul style="list-style-type: none"> • <i>Compile monitoring reports for management action.</i> • Hold monthly / quarterly meetings with Child Monitors and guardians/parents and child protection committees to address findings from monitoring. • Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard. • Provide quality and accurate information on presence, support and benefit to enable entry in STEP database. | |
| 15% | Child Protection and | |

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| | <p>Wellbeing</p> <ul style="list-style-type: none"> • Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines. • Work with local leaders to protection children from child violations and abuses on child protection. • Sensitization of children including all RC on child protection. • Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations. • Facilitate spiritual nurture of children. | <ul style="list-style-type: none"> • All sponsorship standards are well maintained |
| 10% | Financial and non-financial resource management | Stewardship be practiced by a candidate |

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| | Ensure program assets, materials and financial resources are well managed to ensure Stewardship and accountability. | |
| 5% | Core values <ul style="list-style-type: none"> • Live the Core Values to ensure WV image and culture is well presented in the communities. | World vision core values be lived and maintained |

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

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| Required Professional Experience | A minimum of 3 years' experience in WASH hardware implementation |
| Required Education, training, license, registration, and certification | Bachelor's degree in Water Engineering or related field or equivalent experience |
| Preferred Knowledge and | Masters of Science in Water Engineering, registered with Tanzania board of Engineers. Other qualification |

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| Qualifications | <ul style="list-style-type: none"> • Computer skills and conversant with AutoCAD/ ArchCAD • Demonstrate ability in supervision • Experience in working with water projects • Working knowledge of proposal writing and negotiation skills • Good planning and organizational skills • Ability to maintain effective working relationships with all levels of staff partners and donors | | | | |
| Travel and/or Work Environment Requirement | Work environment: Office-based some travel to WVT field offices Travel: 20% Domestic/international travel is required. | Physical Requirements | | Language Requirements | English, Swahili |

| KEY WORKING RELATIONSHIPS | | |
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| Contact (within WV or outside WV) | Reason for contact | Frequency of contact |
| AP Offices, RUWASA-DM | Day to day implementation of | Daily/Weekly |

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| | project activities, provide technical support to ensure donor requirement are met | |
| Project Area | Tracking the timely implementation of the planned activities according to the Work Plan, delays and catch-up action plans, challenges as well as project resource utilization. | Bi-Weekly |
| Cluster Managers, Supply Chain, Finance, Operations | Review of WASH hardware technical implementation status, compliance, achievements, delays, as well as planning for the next phase of the project. | Weekly, Monthly |
| EARO, WVUS | Technical support and engagement, Monthly Updates, assignment on other WASH Initiatives, Fundraising opportunities, Capacity Buildings, Reporting | Weekly, Bi-Weekly, Monthly, quarterly |
| WASH Department Staffs | Working closely together to address WASH needs for World Vision Tanzania | Daily/Weekly |
| Operations Department, Program Quality & Resource Development Department, Supply Chain among other Support Departments | Interacting with other departments to ensure collaborative solution-driven actions are met for project successful. | On need basis |

DECISION MAKING

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

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| ? Be Safe and Resilient | ? Build Relationships | ? Learn and Develop | ? Partner and Collaborate |
| ? Deliver Results | ? Be Accountable | ? Improve and Innovate | ? Embrace Change |

For Management positions only, select the top 2 prioritized competencies from below.

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| ? Model Self-Management | ? Engage, Influence, Lead and Grow Others | ? Run an Effective and Agile Organisation | ? Develop the Organisation for the Future |
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