

Sponsorship and Program Facilitator – (WASH) – Kagera

Location: [Africa] [Tanzania]

Town/City: Kagera

Category: Sponsorship

Job Type: Fixed term, Full-time

JOB PURPOSE

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

Observe mission and core values of World Vision and demonstrate a quality of spiritual life that is an example to others.

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

		<p>area of technical 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

		<p>per National Standards</p> <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.

		<ul style="list-style-type: none"> • Design, plan and 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"> • All sponsorship



- Monitoring of RC in line with partnership standards.
- 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.

standards are well maintained

	<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

	<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	

	<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

	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

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

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

	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.

? 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.

? 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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