

# Sponsorship and Program Facilitator – (Nutrition) - Kasulu

Location: [Africa] [Tanzania]

Town/City: Kigoma

Category: Sponsorship

JOB PURPOSE		
<p>Effectively and efficiently facilitate Implementation of program development and sponsorship at the project level to ensure that communities are empowered for sustainable development and they contribute to child wellbeing outcome as per World Vision standards.</p> <p>Communicate World Vision's Christian ethics and demonstrate a quality of spiritual life that is an example to others.</p>		
MAJOR RESPONSIBILITIES		
% of time	Activity	End Results
30%	<p><b>Planning, Implementation and reporting of planned activities</b></p> <ul style="list-style-type: none"> <li>Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.</li> </ul>	The issues related to mother's health and child malnutrition are well addressed.

- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semiannual and annually.

- Provide technical support to the frontline health and nutrition staff including community health workers (CHWs), health facility staff and volunteers to increase their knowledge and skills on MNCH and nutrition.
- Ensure social behaviour change communication strategies and interventions are developed and implemented to address barriers to adoption of improved nutrition practices among parents, care givers and lactating women.
- Collaborate with regional and district health teams to ensure Healthcare workers are trained on context appropriate basic nutrition and nutrition sensitive services including referral and counter-referral and conduct outreach

services

- Work with the regional/district coordinator and the project manager to plan and coordinate interventions to strengthen Health systems in the district including on supply chain management, HMIS, planning and budgeting e.t.c
- Together with CHMTs and health facility staff, provide coaching and mentorship to community health workers, volunteers and nutrition support groups on MNCH and nutrition.
- Regularly work with CHMTs during supportive supervision to provide coaching and mentorship to health facility staff on MNCH and nutrition.
- Works with other project

	<p>implementing partners to ensure locally appropriate bio-fortified crops are identified and production scaled up in the area programme.</p>	
10%	<p><b>Monitoring, Evaluation and Reporting</b></p> <ul style="list-style-type: none"> <li>• Work together with District coordinator in gathering, reporting and analysing performance data for impact and sustainability of project implementation in a programme area.</li> <li>• Support all monitoring, evaluation and research tasks and deliverables for the project and ensure that all required reports and documentation are submitted timely</li> <li>• Ensure timely preparation and submission of monthly, quarterly, semi-annual and annual</li> </ul>	<p>Actively participating in program monitoring, evaluation and reporting (presence of reports)</p>

	<p>progress reports on the status of project implementation.</p> <ul style="list-style-type: none"> <li>• Ensure timely communication with the supervisor and other relevant partners to the project thereby maintaining strong relationships at the district.</li> </ul>	
15%	<p><b>Management of sponsorship performance</b></p> <ul style="list-style-type: none"> <li>• Monitoring of RC in line with partnership standards.</li> <li>• RC records and files well managed and stored securely.</li> <li>• Support RCs to correspond with sponsors in a timely manner.</li> <li>• Facilitate processing of all special mails; Christmas cards,</li> </ul>	<p>All sponsorship standards are well maintained</p>

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.
- 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%	<b>Monitoring of Registered Children</b>	All sponsorship standards are well maintained
	<ul style="list-style-type: none"> <li>• Support development of integrated monitoring plan in assigned area with ADP stakeholder</li> <li>• Analyze HOPE Horizon management report and follow up critical RCs findings by using case management tool</li> <li>• Analyze Child well-being (CWB) RC visits and Service Operation Indicator (SOI) reports from HOPE Horizon and share them with AP stakeholders</li> <li>• <i>Compile monitoring reports for management action.</i></li> <li>• Hold monthly / quarterly meetings with Child Monitors and guardians/parents and child protection</li> </ul>	



	<p>committees to address findings from monitoring.</p> <ul style="list-style-type: none"> <li>• Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard.</li> <li>• Provide quality and accurate information on presence, support and benefit to enable entry in STEP database.</li> </ul>	
15%	<p><b>Child Protection and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines.</li> <li>• Work with local leaders to protection children from child violations and abuses on child protection.</li> <li>• Sensitization of children</li> </ul>	<p>All sponsorship standards are well maintained</p>

	<p>including all RC on child protection.</p> <ul style="list-style-type: none"> <li>• Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations.</li> <li>• Facilitate spiritual nurture of children.</li> </ul>	
10%	<p><b>Financial and non-financial resource management</b></p> <ul style="list-style-type: none"> <li>• Ensure program assets, materials and financial resources are well managed to ensure Stewardship and accountability.</li> </ul>	Stewardship be practiced by a candidate
5%	<p><b>Core values</b></p> <ul style="list-style-type: none"> <li>• Live the Core Values to ensure WV image and culture is well presented in the communities.</li> </ul>	World vision core values be lived and maintained

## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

### Required Professional Experience

- Bachelor of Science in Home economics and human nutrition, Bachelor degree in public health, Community development or any other related field.
- Experience: A minimum of 2 years working experience in Health, and/or Nutrition projects at community level.

### Required Education, training, license, registration, and certification

- Basic understanding of advocacy approaches and advocacy issues at local and national level.
- Significant experience of working with government officials, community groups and communities
- Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences. Attend and participate in the leadership of daily devotions.
- Ability to take initiatives, team player who is able to work with minimum supervision
- Familiar with current Advocacy issues around MCHN.

### Preferred

Knowledge and Qualifications	<ul style="list-style-type: none"> <li>• Good computer skills in MS office (Excel, word, PowerPoint etc)</li> </ul>				
Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> <li>• <i>Work environment:</i> Willing to work and travel in rural areas and be based at Wasa AP – Iringa DC with frequent visits to the field.</li> <li>• Must be a committed Christian, able to stand above denominational diversities.</li> </ul>	Physical Requirements	<ul style="list-style-type: none"> <li>• Should have certificates of his or her professionalism and experience.</li> <li>• Ladies are highly encouraged to apply</li> </ul>	Language Requirements	Excellent communication and presentation skills in English and Swahili

- Perform other duties as required.

## DECISION MAKING

In the consultation of a supervisor can make decision especially related to IWASHHN TP

**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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