

Sponsorship & Program Facilitator (WASH)

Location: [Africa] [Tanzania]

Town/City: Kigoma

Category: Sponsorship

Job Type: Fixed term, Full-time

JOB PURPOSE *(Limit 750 characters)*

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 |
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| 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 responsibility |

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| | | <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 • Provide technical |

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| | | <p>supervision of the programme</p> <ul style="list-style-type: none"> • 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 implement WASH |

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| | | 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 with partnership | <ul style="list-style-type: none"> • All sponsorship standards are well maintained |

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.
- Conduct and produce

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| | <p>quality periodic mailings Annual Progress Report – (APR) and Christmas Cards.</p> <ul style="list-style-type: none"> • 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 Service Operation | <ul style="list-style-type: none"> • All sponsorship standards are well maintained |

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| | <p>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 Wellbeing | |

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| | <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% | <p>Financial and non-financial resource management</p> <p>Ensure program assets,</p> | Stewardship be practiced by a candidate |

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| | 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 Qualifications | Masters of Science in Water Engineering, registered with Tanzania board of Engineers. Other qualification |

- 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

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| Travel and/or | Work environment: | Physical | | Language | English, Swahili |
| Work Environment | Office-based some travel to WVT field offices | Requirements | | Requirements | |
| Requirement | Travel: 20% Domestic/international travel is required. | | | | |

KEY WORKING RELATIONSHIPS

| Contact (within WV or outside WV) | Reason for contact | Frequency of contact |
|-----------------------------------|--|----------------------|
| AP Offices, RUWASA-DM | Day to day implementation of project activities, provide technical support to ensure donor requirement are met | Daily/Weekly |
| Project Area | Tracking the timely | Bi-Weekly |

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| | implementation of the planned activities according to the Work Plan, delays and catch-up action plans, challenges as well as project resource utilization. | |
| 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

? Run an Effective and Agile Organisation

? Develop the Organisation

and Grow Others

for the Future