



**SOS CHILDREN'S
VILLAGES**

VACANCY ANNOUNCEMENT RE-ADVERTISEMENT

SOS Children's Villages in Kenya is a member of SOS - Kinderdorf International, the largest private child welfare organization in the world. SOS Children's Villages is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "Every child belongs to a family and grows with love, respect, and security." It's programmes are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities and build strong institutions as laid out in SDGs 1, 4,8,10 and 16.

This is done through programmes that are geared towards addressing the political, economic, health and social root causes that lead to high levels of child vulnerability and put families at risk of breaking down. The programmes focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health Care and Advocacy.

SOS Children's Villages in Kenya implements programmes in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu and Meru. We seek to recruit a suitably qualified person to fill the position of **SPONSORSHIP OFFICER** to be based at the **National Office in Nairobi Kenya**.

ROLE PURPOSE:

Reporting to the **Sponsorship Coordinator**, the Sponsorship Officer ensures effective and quality management process for the Sponsorship work. He/She will keep in mind the overall purpose of sponsorship is maintaining existing sponsors as well preparing inspiring reports for the new sponsors. She/he will act in the best interest of the child according to the United Nations Convention on the Rights of the Child (UNCRC) guidelines.

KEY RESPONSIBILITIES

1. DIGITAL CONTENT DEVELOPMENT - PHOTOGRAPHY AND VIDEOGRAPHY;

- Create digital content in form of photos and videos for upload in the DS app and IG ADAM as required by the International Sponsorship Office.
- Support in the process of developing the SPO LAB Digital Content at the facility level.
- Review pictures of individual children and make sure they are up to the standards before printing and dispatch to sponsors.
- Makes sure that photographs of all sponsored children are duplicated & labelled according to the number of child sponsors and send to the right sponsors

2. COMMUNICATION - Production of Quality Sponsorship Communications in line with Sponsorship guidelines and commitments;

- Ensure all communication is participatory and reflects the child's voice.

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A loving home for every child

- Ensure the children and young persons Mid and End year reports prepared are a real reflection of their holistic development, high quality and engaging to the recipients both internal and external.
- Download and print all End of year reports from DS app for all sponsors. Prepare and edit Christmas mail (photos, drawing and card) to be dispatched to the sponsor together with the End of year report.
- Ensure accuracy and timely dispatch of information to both the sponsors and the facilities.
- Ensure that all the new children admitted to the villages are properly and timely registered into the DS app.
- Attend to all correspondence from the International Office, the sponsors, and the children promptly as stipulated.
- Prepare child profiles as per international office requests
- Screen parcels and letters from sponsors and dispatch them to respective villages on a quarterly basis.
- Review departure notices prepared by program sponsorship officers, verify the information included on the document is valid and file it accordingly.

3. SPONSORSHIP SOFTWARE and POLICY GUIDELINES;

- Support the National Sponsorship Coordinator- the Sponsorship officer will be required to access the IG ADAM and the DS app software for information and weekly updates on Sponsorship.
- Know, understand and comply with the requirements of the International Sponsorship Guidelines on how to use and operate the Sponsorship Software.
- To work with the Sponsorship Services International Policy Support Document and other related Guidelines in order to enhance quality in Sponsorship work.
- Acknowledge the parcels and letters through DS app
- Upload departure, registration, photos, and progress sponsorship letters on DS app

4. DATA MONITORING AND DOCUMENTATION;

- Maintain an organized documentation system that has been laid out for the Sponsorship Department as well as generate feedback to Sponsorship Coordinator.
- Ensure that all children's and young person's files have the required legal documentations both internally and externally.
- Continuously update the DS app.

5. RELATIONSHIP MANAGEMENT - establish healthy relationships with the stakeholders in order to meet the stipulated goals;

- Systematically build and nurture relationships with International sponsors to ensure long-term support.
- Ensure teamwork is adhered to within the department and the entire co-workers.
- Support the children and young persons to understand their responsibility in contributing towards the Sponsorship program while carrying out the sponsorship monitoring and evaluation.
- Drafts and writes memos, takes minutes of sponsorship meetings and gives replies to general queries as instructed.

- Sorts out information for the purpose of children progress sponsorship letters from other sources at the national office.

6. CAPACITY BUILDING - Learning & Knowledge Sharing;

- Support in the implementation of the outlined Guidelines in the Sponsorship Policy Documents.
- Conduct trainings during the Sponsorship Facility visits for the SOS mothers and other Co-workers
- Support to facilitate the annual Sponsorship Workshop to Sponsorship Co-workers.

QUALIFICATIONS/ EXPERIENCE:

1. Bachelor's Degree or equivalent in **Business related/ Journalism and Communication** studies
2. Must have good knowledge of **Computer applications, Photography, Videography and Editing.**
3. A minimum of **5 years** of experience in the **sponsorship field.**
4. Previous experience in handling sponsorship work in **child -focused organizations** is required
5. Must be a team player with excellent interpersonal skills
6. Strong report writing skills
7. High standards of conduct and ethics as well as integrity, appropriate judgment, independence and confidentiality.
8. Personal organization and planning skills; ability to organize and prioritize

DATA PROTECTION

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages Kenya beneficiaries and their families, as well as co-workers, is handled confidentially and in accordance with prevailing SOS-Kinderdorf International data protection laws. To show your acceptance of the terms of service and the Data Protection Policy.

CHILD PROTECTION POLICY

SOS Children's Villages Kenya takes (Child safeguarding and Asset safeguarding) very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organisation. You must sign the Organisation's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

How to Apply

If you believe your experience, competencies and qualifications match the job and role specifications described; send a **Cover Letter & updated CV in PDF** with details of **3 traceable referees** one of which **must be immediate former employer** to recruitment@soskenya.org addressed to the Human Resources Manager to reach us on or before **31st August 2023** with the subject heading as **'Sponsorship Officer'**

Only shortlisted candidates will be contacted

SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes.

SOS Children's Villages is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.