

Project Officer – CESP at World Vision Kenya

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Job Description

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World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Key Responsibilities:

Community Engagement Sponsorship Program implementation

Facilitate development of CESP project annual operating plan (AOP)

Roll out Child Protection Minimum Programming Standards in the AP using approved programming models.

Ensure Child protection, participation and safeguarding is integrated in the monthly, semi-annual and annual reporting

Ensure integration of RC in CPP&S projects/activities as beneficiaries

Ensure Child protection, participation and safeguarding responsive programming with specific consideration of the objectives and indicators

Ensure timely implementation of activities and budgets sustained at acceptable level

Facilitate implementation of CPP&S program and projects.

Support effective integration of Sponsorship operation interventions with other projects in

the program.

Coordinate integration of Faith and Development Models: CFC, EWV, DNHFLs, SNC, COH, SSF and the facilitation of spiritual nurture of children in the AP

Support in the asset mapping against RC

Coordinate the implementation of micro projects in the AP.

Ensure timely capacity assessment for LI conducted annually and programs initiated to address gaps identified

Support roll out of new WV initiatives as guided from time to time.

Support implementation of Child protection, participation and safeguarding models at the AP

Coordinate capacity building initiatives for faith leaders, churches, FBOs, and other strategic groups within the AP as per WV strategy, policy and guidelines.

Coordinate training & refresher courses for CPP&S to ensure informed and CPP&S responsive programming

Facilitate coaching and mentoring to the AP sponsorship staff in order to attain better results in the sponsorship performance indicators/Dashboard.

Contextualize and adopt the use of approved training materials and methods which respond to local needs.

Ensure integration of advocacy and gender, equality and social inclusion (GESI) in all technical projects implemented in an AP.

Coordinate integration of Faith & Development modules within the AP programmes and activities.

Coordinate Integrated Sponsorship planning and monitoring

Sponsorship Operations

Gift Notifications (GNs) are tracked, processed, closed at AP and NO and acknowledgement documentation sent to SO within the standard timeline as per the

respective SO requirements.

Correspondences (SLs, ILs, queries, ELs etc) are tracked and processed within the standard time.

Facilitate production of sponsorship 2.0 products (Child Greeting Video (CGV), Child Special Moment Videos (CSMV), Community Introductory Videos (YIVs) and Community Annual Photos (YAP)) as per guidelines/standards and timelines

Ensure RC level are maintained as per the AP plan

Ensure overage RC records are dropped as per standards

Facilitate development of MOUs with LIs and timely funding of the LIs

Ensure CWB/case management issues are addressed as per standards

Facilitate timely implementation of birthday bounce backs and community gifts funding.

Facilitate processing of APR and Christmas cards as per guidelines and timelines – ensure business processes are followed accordingly

Facilitate capturing of child and family participation and support

Facilitate children birth registration within the AP

Facilitate management of RC files

Ensure security of sponsor addresses/contacts

Facilitate effective management of RC death processes – timely reporting, development of detailed report, dropping of records, verbal autopsy

Facilitate effective sponsor/donor visits to the AP – ensure they sign child protection protocol and complete feedback questionnaire

Facilitate integration of child protection initiatives and take lead in case management – reporting of cases as per WV standards, follow for actions

Follow up RC Case management until closure in collaborations with other technical projects/grants Staff

Coordinate with Safe Guarding, Advocacy and Child Participation Officer to Follow up Protection Cases involving RC and their families.

Monitoring & Evaluation Accountability and Learning

Facilitate DME processes – assessments, AP re/design, baselines, project monitoring/implementation, evaluations, transition processes,

Facilitate learning, review and reflection forums and documentation of best practices/change stories

Ensure CPP&S responsive reporting with integrated data on participation, prevention and response

Generating quality reports – activity reports, monthly, quarterly, semi-annual and annual

Management of project management information system (horizon) – DIPs, ITTs, budgets and activity monitoring

Ensure timely sharing of SSUI reports for management decision making

Coordinate training & refresher courses and conduct regular monitoring to ensure that sponsorship standards and sponsorship business processes are adhered to in the AP/Local Institutions.

Seek useful feedback from participants and staff that will improve future capacity building.

Build capacity of partners effectively to collect monitoring data on CWB outcomes.

Engagement and networking

Effective representation of WVK in meetings including CPP&S stakeholder meetings at county, sub-county and ward levels

Effective representation of WVK in Child rights stakeholder meetings at county and sub-county levels.

Participate in County forums including AAC, intergovernmental gender platform, CUC among others at the sub county and ward levels as will be appropriate.

Facilitate community forums – for planning, joint monitoring Facilitate community forums

including those that address CPP&S interventions – for planning, implementation joint monitoring

Participation in National/International Child rights days such as DAC, IDZTFGM, IDGC, 16 days of activism as well as other WV sanctioned days including Day of Prayer, World Vision month, etc at county and sub

Participation in National/International Child rights days at county and sub-county level.

Provide information to inform fund raising initiatives at county and national level

Facilitate community members to advocate on child wellbeing issues to relevant stakeholders

Support advocacy initiatives in the AP.

Coordinate partnership with the Local Church, Pastor's Fellowship other FBOs in rolling out F & D models and related activities.

Mobilize local Advocacy groups using CVA and CPA Models

Team Management

Model a high standard of personal Christian leadership, ministry and integrity through lifestyle and work relationships that support spiritual development of the team

Grow Supervise and ensure high performing teams including supporting supervisee in Performance Objectives, setting, continuous Performance conversations, Learning and development, mentorship and coaching by creating a high performing culture.

Others

Perform any other duty as may be assigned by supervisor or designee from time to time.

Participate and contribute in committees and task forces which you may be appointed to

Participate and lead devotions as appropriate

KNOWLEDGE, SKILLS & ABILITIES

The position holder should have a Bachelor's degree in Development Studies, social sciences with a 3 years in sponsorship management.

Determined personality with initiative and a team player.

The position holder must be result oriented, good public & donor relations.

Capability and willingness to take responsibility.

Proficiency in written and spoken English and Swahili.

Good interpersonal, organizational and time management skills.

Ability to maintain performance expectations in diverse cultural contexts, stressful environments and physical hardship conditions with limited resources.

Knowledge of Microsoft Office, database applications and other related applications in children in Ministry

Must be a committed Christian, able to stand above denominational and cultural diversity

Integrity and respect for various groups and individuals.

Ability to work with minimum supervision.

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Integrity and respect for various groups and individuals.

Ability to work with minimum supervision.

Good interpersonal, organizational and management skills

The position holder must be a result orientated leader who can manage and satisfy multiple, donor and other stakeholder demands.

Excellent understanding of Sponsorship business processes

Demonstrated training, facilitation, mobilization and coordination skills at both community and organization level

Good analytical and problem solving skills.

Ability to travel within country, regional and internationally.

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