


## POSITION DESCRIPTION

### World Vision International Nepal

	<p><b>Our Vision:</b> Our Vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.</p>
<p><b>Our Values:</b> These core values are the fundamental and guiding principles that determine World Vision's actions.</p> <ul style="list-style-type: none"> <li>▪ We are committed to the poor</li> <li>▪ We value people</li> <li>▪ We are stewards</li> <li>▪ We are partners</li> <li>▪ We are responsive</li> <li>▪ We are Christian</li> </ul>	
<p><b>WORK CONTEXT/ BACKGROUND:</b> World Vision International Nepal is a child focused Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Motivated by our Christian faith, WV is dedicated to working with the world's most vulnerable people. WV serves all people regardless of religion, race, ethnicity or gender. WVIN established in 2001. It's program aims to improve the well being of the poor especially children through sustainable development, humanitarian emergency affairs (HEA) and advocacy. It assists over 24,000 sponsored children in 19 Area Development Programs located in 14 districts. <b>This position is based in the ADP.</b></p>	

Key Position Information			
<b>Job Title</b>	ADP - Child Sponsorship Coordinator		
<b>Position Reports To</b>	ADP Manager		
<b>Position Location</b>	ADP		
<b>Position Purpose</b>	<p>The purpose of this position is to provide leadership to WV's work in sponsorship operations and programming in ADP. This position would be focused in carrying out sponsorship operation and programme smoothly and ensuring benefit and participation of registered children and families from project activities. This position is the focal person to deal with communities, children and families who are a part of the program impact areas of ADP. This position also expected to ensure sponsorship minimum programming standard, sponsorship programming tools and adherence to Sponsorship standards while designing project activities. This is an office-based position but will involve frequent visits to the communities for monitoring of the registered children. This position will be directly involved with the children of various communities and their families in programme impact areas. Regular and direct communication with National Office Child Sponsorship Department for sponsorship related matters would have to be done. Beside regular communication with implementing partners, area technical coordinator and NO Technical person and development coordinator need to be undertaken to ensure well-being of children.</p>		
<b>No. Direct Report:</b>	One	<b>Positions Supervised:</b>	DC Partners Field facilitators/Motivators/Volunteers
<b>Grade</b>	GL-13	<b>Date created /updated:</b>	August 2013

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<b>Financial Authority</b>		<b>Decision Making Authority</b>	
<b>Budget</b>			

Important Functional Relationships		
External	Internal	Committees/Groups
Local Partners	CS Manager	CBOs,
Implementing NGOs	ADP Manager / Team leader	Local churches/FBO
Sponsorship Based NGO/INGOs	Development coordinators	Child monitoring group /Parents
DCWB/ VCPPC	ATC/Technical specialist	

Key Objectives of the Position
<ul style="list-style-type: none"> <li>- Provides technical input on sponsorship messaging throughout programme life cycle.</li> <li>- Provides technical input to ensure community led sponsorship operations for child well-being</li> <li>- Coordinate overall child selection process through effective community engagement</li> <li>- Provides subject matter expertise for integration of sponsorship requirements with development process and life skills</li> <li>- Provide coordination and support to ensure Child monitoring standard is well integrated with project activities.</li> <li>- Ensures sponsor communications activities are designed in such way so as to contribute to life skills and development assets of children</li> <li>- Ensure sponsorship minimum programming standards are well incorporated during programme design</li> <li>- Demonstrate Innovation and creativity in engaging children in project activities for their fun and meaningful participation.</li> <li>- Ensure sponsorship operation in the ADP is aligned with global sponsorship initiatives such as sponsorship transformation programme.</li> <li>- Timely flow of information and reports to National office, support offices as required.</li> <li>- Maintain sponsorship database up to date, analyze and share the reports with ADP , implementing NGO and communities for effective project implementation.</li> </ul> <p><b>The position is accountable for the following:</b></p>

Expected End Results	Weight (%)	Indicators
<p><b>Sponsorship Engagement</b> Build and understanding of sponsorship among children, communities and families and implementing NGOs throughout programme lifecycle.</p>	10%	<ul style="list-style-type: none"> <li>• Basic sponsorship message are incorporated in the message box during programme period.</li> <li>• Inventory of sponsorship communications materials</li> <li>• Capacity building of staff and community people on understanding of basic sponsorship message.</li> <li>• Sponsorship Basic training</li> <li>• Overall guidance and leadership to utilize sponsorship related tools during A&amp;D and redesign phase.</li> </ul>
<p><b>Community engagement</b> Community led sponsorship are in place where children related issues are addressed by the community themselves.</p>	15%	<ul style="list-style-type: none"> <li>• Functioning child monitoring committees in programme impact areas.</li> <li>• Child monitoring committee actively participating on child selection, monitoring and sponsor transformation.</li> <li>• Community level group engaged for well being of children in their community.</li> </ul>

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<p><b>Designing integrated activities with children</b> Sponsorship integrated with children's participation, life skills, development assets and child voice during programme design in aligned with three work streams of sponsorship transformation programme.</p>	20%	<ul style="list-style-type: none"> <li>• Sponsorship minimum programming standards are well incorporated during programme design.</li> <li>• Integrated Activity Plan to link sponsorship requirements with projects is in place.</li> <li>• Sponsorship programming guidelines are followed during programme design.</li> <li>• Well being summary report from STEPwise shows increased number of child participation and benefit from projects.</li> </ul>
<p><b>Monitoring</b> sponsorship activities directly contribute to the well-being of children through promoting life skills; enabling community care, protection and participation</p>	20%	<ul style="list-style-type: none"> <li>• CMC will take lead on Child Monitoring.</li> <li>• Monitoring standard are met</li> <li>• Appropriate follow up action being taken by the community if needed.</li> <li>• Functioning emergency health preparedness plan are in place.</li> <li>• STEP data is made available on a regular basis for staff/partners review and decision making.</li> <li>• Child protection standards are incorporated in sponsorship processes.</li> </ul>
<p><b>Sponsor communication</b> Integrated with activities that are fun and meaningful, contributing to life skills and child voice to contribute towards sponsorship transformation programme.</p>	15%	<ul style="list-style-type: none"> <li>• Coordinate Information management ,data quality, data entry, monitoring, tracking, exception reports, follow-up reports</li> <li>• Ensures sponsor communications activities are designed in such way so as to contribute to life skills and development assets of children</li> <li>• Key sponsorship business process such as seasonal greetings, annual progress report and introductory letters are integrated with project activities.</li> <li>• Implement sponsorship 2.0 initiatives as per as per agreed with respective support offices.</li> </ul>
<p><b>Networking</b> Establish strong network &amp; linkages within &amp; outside organization</p>	10%	<ul style="list-style-type: none"> <li>• Established network and collaboration with DCWB, VCPPC to address child protection issues.</li> <li>• Organize meeting with partner NGOs and other sponsorship based NGO/INGO to avoid multiple sponsorship.</li> </ul>
<p><b>Professional &amp; Personal Development</b></p>	10%	<ul style="list-style-type: none"> <li>• Performance review completed and personal development plan achieved</li> <li>• Updated knowledge through training, reviewing books, journals, internet browsing etc.</li> </ul>

### Person Specification

<p><b>Education</b></p>	<p>Bachelor degree in social and human science from recognised university</p>	<p>Essential</p>
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<b>Knowledge &amp; Skills</b>	In-depth knowledge on age appropriate developmental needs of children and key issues of community	Essential
	Leadership quality to provide technical leadership and critical guidance in enabling understanding, monitoring and managing sponsorship in the district.	Essential
	In-depth understanding of Sponsorship standards and processes	Essential
	Training and Facilitation skills	Essential
	Networking and influencing skills	Essential
	Good time management and organizing skills	Preferred
	Report writing skill.	Essential
	Computer skill mainly MS Word, MS Excel, and PowerPoint and data management	Essential
	Skill on web-based data base	Preferred
	Proven experience as a team player	Preferred
	Ability to articulate and implement policies, principles and procedures	Essential
	Innovation and creativity to have fun and meaningful activities for children.	Essential
<b>Experience</b>	Minimum 2 years experience in child focused organization.	Essential
	World vision experience	Preferred
	Experience with sponsorship organization	Preferred
<b>Work Environment</b>	ADP Team member	
	Implementing NGOs, Area Technical Coordinator, National office based Technical specialist, NO CS .	
	Field visit – 50%	
	Pro-multiethnic/multicultural/multi-religious.	

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<b>Core Capabilities</b>	<b>Achieving Capabilities:</b> Achieving quality results and service Practicing accountability and integrity Communicating information effectively
	<b>Self-Managing Capabilities:</b> Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness
	<b>Thinking Capabilities</b> Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity
	<b>Relational Capabilities:</b> Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

<b>Prepared by</b>		<b>Date</b>
<b>Manager</b>		<b>Date</b>
<b>Position Holder</b>		<b>Date</b>
<b>Date of Appointment</b>		