

**Rastriya Rojgar Prawardhan Kendra (RRPK), Malangwa, Sarlahi**

**child sponsorship Management project**

**Job Description**

<b>Title of the Post</b>	<b>Sponsorship field supervisor</b>
<b>Level</b>	<b>Supervisor</b>
<b>Location of the Post</b>	<b>Rastriya Rojgar Prawardhan Kendra (RRPK),</b>
<b>Immediate Supervisor</b>	<b>Project Coordinator</b>
<b>Position to be supervised</b>	
<b>Reporting to</b>	<b>Project Coordinator</b>
<b>Field</b>	<b>Chakarghata RM</b>

**Position Summary:**

This is a supervisor position for the operational functions of child sponsorship Management project in Rastriya Rojgar Prawardhan Kendra (RRPK). The purpose of this position is accomplishing the overall activities of the sponsorship adhering to sponsorship policy and procedure within the given time frame under the supervision of sponsorship program officer and coordinate with program staffs to ensure the significant benefit to 100% sponsored children.

This will require working closely with Project Staff, PLAN INTERNATIONAL Nepal and other stakeholder staff; and managing and supervising the Community volunteers.

**Key Responsibilities**

1. Disseminate sponsorship and child safe policy information to, community leaders, parents and children.
2. Collect case stories and photography of children along with proper parental consents within the given deadline and in the efficient manner.
3. Distribute the identity card to all newly assigned children and collect their first communication and piece of correspondence within the time line as per sponsorship policies
4. Distribute cancelation notice to child/family and make the community and child parent clear about the Cancelation process.
5. Prepare monthly sponsorship report and send to PC for compiling district based final report
6. Distribute the letters, cards, gift parcel and magazines to concern sponsored children and collect replies from children from timeline.
7. Encourage sponsored children to write letters on their own language/words and monitor their letters for inappropriate reference, e.g., requests demanding gifts; sexual, religious or political references.
8. Visit each sponsored child three times a year (at least) and need basis.
9. Assist to Sponsorship Program staff to prepare reports (monthly, quarterly, semi-annual and annual report) and for documentation.

10. Keep proper tracking of each sponsored child within the Sponsorship area and if any child is found migrated, married, death, not receiving benefits from RRPK supported program, parents giving no longer consent to participate in sponsorship, such information of child is forwarded to Plan Int. through Sponsorship Program Officer.
11. Share sponsorship issues, updates and standards with Sponsorship Program staff program team, board members and community leaders to ensure the understanding on sponsorship operation/standards and requirements for effective program and sponsorship management.
12. Update the proper documentation of all information like New Assignment,
13. Adhere to the policy of RRPK.
14. Assist to Sponsorship Program Officer and Project Coordinator in phase-in and phase-out plan and as when required.
15. Support to program staff for distributing materials etc. to sponsored children.
16. Coordinate with Community Mobilizers and volunteers at field level to ensure high level of synergy in overall sponsorship program management.
17. Other duties as assigned by the line manager.

### **Child Safeguarding**

- Ensure that all Program staffs understand and respect the RRPK and PLAN International Nepal Child Safeguarding policy
- Report protection concerns to the Project Coordinator in-line with the PLAN International Nepal Child Safeguarding policy
- Ensure the Child Protection Policy and code of Conduct is visible in all PLAN International Nepal activity locations
- Ensure in each location of PLAN International Nepal work there is a reporting mechanism and Child protection focal person to report Protection concerns.

### **Well-being**

- Ensure that all staffs in Program team are feeling comfortable in the job and team and inform the Project Coordinator if the employees face particular challenges or have specific needs
- He / She have to do any other job that the organization required to make the program more effective and successful.

### **Qualification, Skill and Experience:**

- with a strong background in sponsorship program.
- Intermediate level with minimum 2 year of experience or bachelor degree with 1 year of experience.

### **Experience:**

- At least two years of experience in related field.
- Expertise in budget planning, budget forecast as well as knowledge of Nepal government tax rules and regulations.

- Having experience management in administration works as well as procurement process.

**Skills:**

- Strong skills in Ms-Excell, words, Power point, email, internet.
- Strong communication, analytical, and report-writing abilities.
- Basic proficiency in written and spoken English, Nepali and local languages.
- Enthusiasm for working with diverse, multidisciplinary teams and rural communities.
- Demonstrated ability to coordinate with donor agency.
- Having two-wheeler driving license.