

## **Junior Sponsorship Service Department field Assistant (Vahdat area)**

Duty Station: Vahdat  
Level: Junior Assistants

Work experience: At least 1 years of experience on implementation of Community Mobilization or other Child related projects in development context with international INGOs or UN agencies.

Good Neighbors is an International non-profit humanitarian development NGO founded in Korea in 1991. Good Neighbors International works in 50 countries **and focus on community development to protect children's rights and encourage the self-reliance of community.**

Good Neighbors exists to make the world a place without hunger, where people live together in harmony. Good Neighbors respects the human rights of the most vulnerable regardless of age, gender, culture, ethnicity, disability and religion and helps them live in self-reliance.

In alignment with our mission, Good Neighbors believes that all people's human rights should be respected, and we recognize that we have a responsibility to protect their rights and to prevent any form of harm. Therefore, Good Neighbors has zero-tolerance towards any action that leads to the physical, sexual and/or psychological harm, violence, exploitation and emotional abuse especially for children (any person under the age of 18), women and vulnerable adults.

Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All employees and partners must ensure that they understand and act in accordance with this clause, please see <https://www.goodneighbors.org/who/account> .

Good Neighbors International in Tajikistan (GNIT) has been working in Tajikistan since 1998. The objective of GNIT is to improve the lives of people, especially children through education, community as well as emergency relief projects. GNIT is working with the key stakeholders such as Ministry of Education, Ministry of Health, Ministry of Labor and migration, Committee of Women Affairs, Local authorities, INGOs UN and donor agencies such as, EU, GIZ, UNICEF, WFP, and others in an integrated approach to connect poor and vulnerable communities to quality education, health, water and sanitation services.

Good Neighbors Tajikistan now searches for **Junior Sponsorship Service Department (SSD) Field Assistant**. The **Jr. SSD Field Assistant** is responsible for overseeing all SSD program and ensure quality implementation of program through providing day by day mentoring and coaching. **Jr. SSD Field Assistant** is leading development of Strategy and narrative progress reports.

### **Main Duties and Responsibilities:**

#### **1. Program implementation and planning**

#### **Special Case Process (SC):**

- Home visit of sponsored children with further preparation documents for Special case and their submission to SSD HO;
- Providing special case support with submission of report (photos, receipt and etc.) to SSD HO.

#### **DROP Out Process (DO):**

- Home visit of sponsored children for further preparation of Drop Out report;
- Registration reports data in My Child program after HO approval and uploading electronic version.

#### **APR and ACL Process (Annual progress report and Annual Child letter):**

- Home visit of sponsored children for further preparation of APR and ACL writing reports;
- Registration in My child program and uploading of APR and ACL electronic version to HO due to submission date;

- Timely submission of reports to HO according to the schedule (paper versions and photos).

**Workshops, seminars, trainings, campaign, event, meeting:**

- Participation of various campaign/ events with participation of sponsored children;
- Participation in annual training of ACL, APR, SC, GML and other process;
- Participation in various internal seminars/ trainings/ conference.

**2. Other tasks:**

- Filing of sponsored child data;
- Home visit of sponsored children with interview report filling;
- Distribution of direct aid to sponsored children;
- Translation of various documents;
- Providing of financial support for burial to sponsored children and submission report/ related documents;
- Work in My child program (Child data management).

**3. Required Qualifications and Experience**

- University Degree on Education, Social science or other.
- Good in written and spoken in English and Tajik is must.

**The organization reserves the right to change position based on your work experience and qualification.**

**ONLY GOOD NEIGHBORS INTERNATIONAL APPLICATION FORM SHALL BE CONSIDERED FOR THE SHORT-LIST**, recommendation letters are welcomed. Please ASK application [GNT-Application-Form](#), fill it and send to [gnt.humanresources@gmail.com](mailto:gnt.humanresources@gmail.com) and [arina.nam@goodneighbors.org](mailto:arina.nam@goodneighbors.org) .

OR

Application Hard copy in the following address: (GNT Application form can be provided in the Project)  
*Dushanbe, Head Office – G. Zavkibekov str. 34/3*

For additional information:

[www.goodneighbors.org](http://www.goodneighbors.org)

[www.goodneighbors.tj](http://www.goodneighbors.tj)

<https://www.facebook.com/gntajikistan/>

[https://www.instagram.com/goodneighbors\\_tj/](https://www.instagram.com/goodneighbors_tj/)

<https://www.linkedin.com/company/15834558/>