

## WVV AP Sponsorship Facilitator - Ba Thuoc AP

Location: [Asia & Pacific] [Vietnam]

Town/City: Huyen Ba Thuoc

Category: Sponsorship

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, World Vision's (WV) work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 19,000,000 (FY17) with funding from 16 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non Sponsorship (PNS)/Grants (30%). World Vision International-Vietnam employs about 430 staff, of which 99% are Vietnamese nationals.

In 2018, World Vision Vietnam is implementing 37 Area Programmes (APs) which operate in 5 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang), North 3 (Hung Yên, Thanh Hoa, Hai Phong), Central (Quang Tri, Quang Nam, Danang) and South (Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV's APs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVV's AP approach and structure is that team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

World Vision Child sponsorship enhances the quality of World Vision's transformation development and public awareness ministries by providing sponsors, children, and their families and communities with a service that allows sharing of other resources, hopes and experiences in a way that it can transform both. Child sponsorship provides the majority of resources for transformational development. Therefore, Child sponsorship is a required core competency of World Vision.

Reflecting Christ's love for children, World Vision Child sponsorship creates a special relationship between children, their families and communities, and sponsors that contribute to the transformation of all toward the wholeness of life with dignity, justice, peace and hope.

## **PURPOSE OF POSITION:**

The position supports AP manager in ensuring the focus on children's well-being and the transformation of registered children, their families and communities and sponsors through collaborating with Development Facilitators and local sponsorship volunteers network, partners in planning and implementing sponsorship activities in the designated AP working area.

The position assists AP manager to ensure Sponsorship operations and initiatives (Sponsorship 2.0, Transformed Field Environment – TFE/ Sponsorship Single User Interface – SSUI) are well integrated and deployed within TP projects of the AP, provides technical support to DFs to ensure appropriate RC targeting which is aligned with WV's Sponsorship minimum Programming standards.

## **KEY RESPONSIBILITIES:**

### **1. Sponsorship service operations**

- Monthly/quarterly/annual plans on Sponsorship Service Operations (SSO) are made and implemented under supervision of the ADP Manager.
- Good relations between sponsors and Registered Children (RC) are maintained through routine mailing communication between sponsors and RC.
- Correspondences are checked for consistency and completeness as well as updated into Sponsorship Tracking Enhancement Program (Step) and mailed out to sponsor (S\_SPO) or National Office (NO) as required by the Sponsorship Standards.
- Special mailings, i.e. New Year Card, Annual Progress Report, etc are processed in a timely manner in coordination with the Sponsorship volunteer network, progress is tracked in Step and products are mailed to sponsor/Support Officer (SO) as requirements
- Sponsor's visits are arranged and the visit reports are made in English.

- Gift Notifications (GN), if applicable, are handled and the “Thank You” letters are translated into English and sent to sponsor/SO in a timely manner.
- The Support Office/ Sponsor’s requests are processed in a timely manner in accordance with SSO policies.
- Child data and other sponsorship documents (both electronic and hard copies) as well as their relevant back-up copies are maintained systematically in a safe place.

## **2. Sponsorship programming and child monitoring**

- RC are selected as per the ADP’s child selection criteria which is formulated with regards to the Sponsorship Standard, national and local context.
- The planned number of RC which is agreed with the support office is maintained by timely processing new growth, replacement and reactivation.
- Child Histories and Child Digital Images are processed and doubled-checked before entering into Step and sending to SO via weekly data files (diskettes) and CPI transfer.
- RCs’ data are updated into Step in a timely manner and in accordance to the Child Sponsorship Standards.
- Child Monitoring plan is made annually in consultation with SSO Cluster officer.
- The Child Monitoring process is maintained in accordance to the CMS.
- At least one home visit to each registered child per year is ensured by ADP staff or sponsorship volunteers network or hamlet facilitators network;
- The well-being status of RC is monitored, documented and reflected regularly in periodic reflections meetings of the ADP team in collaboration with other ADP staff, the sponsorship volunteers network and hamlet facilitators network other ADP staff;
- Health, education and child protection of children in target areas of the ADP are monitored and appropriate follow-up actions are taken as part of the programme’s interventions.

- RC, their families and communities are intentionally included in the ADP's programming interventions, transformational development; their benefit, participation are tracked.
- The presence and well-being related information of the RC is required to be updated into Step and a summarized report is to be submitted to ADP manager/SSO Cluster officer after each CM cycle.
- Weekly discrepancies are researched and resolved based on advices from SSO
- System reconciliation is performed twice per fiscal year.

### **3. Community awareness and training**

- The sponsorship volunteer network is established and managed at the target communes of the ADP with close coordination between schools (teachers volunteers network) and community settings (hamlet facilitators network) at village and commune levels ;
- Orientation and training are provided to sponsorship volunteers, hamlet facilitators and other related local partners;
- Meetings with RC's parents and community local people are conducted semi-annually at village/commune levels, in cooperation with the sponsorship volunteer network, hamlet facilitators to raise the awareness of WV's sponsorship, update the ADP's programming interventions, their progress and accomplishments in community;
- The sponsorship orientation materials (adapted with local context as possible) are distributed to all RC's parents and non-RC's parents;
- In collaboration with other ADP team members, sponsorship network and National Communicator(s), stories about RC and their families documenting significant changes in their life, achievements, best practices and learning experiences are compiled for WV publications and shared within the Partnership.
- In collaboration with SSO Cluster Support Staff in NO, contextualized new initiatives introduced by the Partnership Office are implemented in an effective and timely manner.

### **REQUIREMENT:**

(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)

- Bachelor's Degree in any field
- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes;
- Demonstrated training and facilitation skills;
- Good time management and organizational skills;
- Good interpersonal and communications skills;
- Fair English, especially email/letters writing skills;
- Good computer skills in Word, Excel, Powerpoint and email;
- Experience in community development or with NGO.
- Experience in capacity building for local stakeholders/partners.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are: People and Culture Department - World Vision International – Vietnam Address: 9th floor, the Mercury building, 444 Hoang Hoa Tham, Hanoi, Tel: 024. 39439920 (ext.123)

We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.