



# Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development projects.

Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

GN Kenya is seeking **transparent, passionate and qualified** candidates to fill the position of **SPONSORSHIP SERVICE OFFICER**.

**Location:** Bissil Community Development Project (CDP) Office, Kajiado County

**Employee Terms:** Fixed Term contract

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## Key Responsibilities

- Work Planning- Participate in planning and implementing all the Bissil CDP projects in related sectors, including education, health, WASH, advocacy, etc.
- Community Outreach- Raise awareness in local communities about the benefits of sponsorship programs and how they can get involved in KGN program through events, media, and community outreach activities.
- Enrollment- Implementing new child enrollment into KGN's sponsorship program.
- Service Delivery- Delivering KGN services to schools, the community, and sponsored children at their schools / households and submitting timely and good-quality reports.
- Data collection- Ensure accurate data collection and record-keeping for all sponsorship-related data, including updated lists of sponsors, children, and projects in the CDP.
- Following up on child development- Regularly visit schools and households to assess the

progress of sponsored children and report to the CDP Head to ensure that sponsorship funds are being used effectively, and the sponsorship program has a positive impact on the children, families, and communities involved.

- Updating sponsors- Ensure sponsors are regularly updated on the progress, achievements, and stories of the children they sponsor, including through photographs, videos, letters and regular reports so that the sponsors have a positive experience and are well-informed about the outcomes of their support.
- Understanding of Local Community- Understand the specific needs and challenges of the communities you serve and help the CDP Head tailor sponsorship programs to the local cultural, economic, and social context.
- Budgeting- Assist the CDP Head in creating yearly budget plan for the CDP's program, ensuring that all costs are covered and that resources are used effectively to support beneficiaries to the most.
- Advocating the importance of children's rights, education, health, etc. by demonstrating how sponsorship directly contributes to community's sustainable growth.
- Gathering feedback from both sponsors and the local communities to improve the effectiveness and sustainability of the sponsorship programs.
- Participation in donor event planning and implementing- Plan and execute donor events or campaigns that engage sponsors and showcase the work being done in communities.
- Collaboration with all the KGN departments to ensure sponsorship goals are met.
- Compliance- Ensure all work and activities comply with KGN internal policies, donor requirements, and local regulations.
- Partnership outreach- Develop partnerships with local businesses, organizations, or international donors interested in supporting child sponsorship programs or specific development projects.

## **Qualifications and Skills**

- Bachelor's degree or a higher-level degree in community development, child management, public health, and social work.
- 2+ years of proven working experience related to child sponsorship programs.
- Knowledge of child protection and community safeguarding principles.
- Good understanding of transparency, accountability and professionalism at work.

- A strong mindset to serve the community in need.
- Excellency in budget management, work planning, and activity planning.
- Strong sense of time and ability to meet deadlines.
- Result-oriented mindset, with a strong focus on details and quality of work.
- Sense of responsibility, and ability to work with minimum supervision.
- Ability to cooperate with diverse departments and workforce.
- Strong interpersonal and communication skills to maintain effective relationships with diverse stakeholders such as sponsors, children, local government, communities, etc.
- Strong community mobilization skills.
- Cultural sensitivity and knowledge of local dynamics to ensure impactful engagement.
- Excellent in English, both oral and written.
- Familiar with Microsoft Office software and office equipment, such as computers and printers.
- Familiar with digital communication systems.
- Abilities to adapt to different workstations, challenges and work under pressure.
- Experience working with an NGO will be an added advantage.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **by 3<sup>rd</sup> February 2025** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

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