



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, professional and passionate** candidates to fill in the position of **SPONSORSHIP SERVICE INTERNS.**

Location: Community Development Project (CDP) Offices.

Employee Terms: Fixed Term contract

Key Responsibilities

The Interns will work closely with the sponsorship team and support in:

- Work Planning- Participate in planning and implementing the CDP projects in related sectors, including education, health, WASH, advocacy, etc.
- 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.

- Community Outreach- Advocating the importance of children's rights, education, health etc. in communities, the benefits of KGN sponsorship programs and how community can get involved in KGN programs to achieve sustainable growth.
- 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.
- Collaboration with all departments to ensure Sponsorship goals are met.
- Compliance- Ensure all work and activities comply with KGN internal policies, donor requirements, and local regulations.

Qualifications and Skills

- Bachelor's degree or a higher-level diploma in community development, child management, public health, social work or related social science courses.
- Good understanding of transparency, accountability and professionalism at work.
- A strong mindset to serve the community in need.
- Excellency in work 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.
- Excellent in English, both oral and written.
- Familiar with Microsoft Office software and office equipment, such as computers and printers.

Please send your applications enclosing certificates, testimonials and CV stating current and expected remuneration by **19th October 2025** to administration@goodneighbors.ke

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