**VACANCY ANNOUNCEMENT**

**PROGRAMME SPONSORSHIP OFFICER**

**Position title**: Programme Sponsorship Officer (PSO)

**Duty Station**: Tsumeb CV

**Direct Supervisor:** Village Manager

**Functional Supervisor:** National Sponsorship Coordinator

**POSITION SUMMARY:**

The Programme Sponsorship Coordinator will be responsible for all sponsorship work at village level. This entails handling report writing information, digital content of SOS Children and other important events for the sponsorship and general communication. S/he will be the immediate link with the SOS Children, SOS mother, other beneficiaries in different programmes and the concerned SOS staff regarding sponsorship and fundraising information at village level. Therefore, s/he will be expected to collect reliable information, take standard pictures and video content as per SOS Children’s Villages Guidelines and submit the aforementioned to the National Sponsorship Coordinator on predetermined due dates. The programme sponsorship coordinator will further be responsible to provide a lead in all fund development activities and communications of the location as guided by the Village Manager.

# PRIORITY TASKS AND RESPONSIBILITIES

* Properly accomplish the desired recording/collecting of the necessary information and photographing the standard pictures based on SOS the Sponsorship Guides and deliver them to the National Sponsorship Coordinator on the due dates set.
* Collect written information/digital content with guidance from the National Sponsorship Coordinator.
* Carry out annual campaigns for the village as guided by the National Sponsorship Coordinator
* Ensure headcount for children is completed every month and submitted to National Sponsorship Coordinator on time.
* Facilitate visits of the locations with assistance from village manager.
* Keep up with the children/young people’s development necessary for the sponsorship department.
* Record updated child data during the child registration process as per the requirement and systematically document for future reference.
* Consistently inform the status of children/young people and the program location in general and update to National Sponsorship Coordinator regarding changes like change of location, dismissal from school, health problems, etc.
* Assisting the village SOS co-workers during SOS Children’s Village events and other relevant activities in the sponsorship department.
* Keeping confidential information of SOS children’s biographies, photos, sponsor address/information and other related documents/ information that can expose the organization to risk.
* Assisting the National Sponsorship Coordinator in registering, distributing and arranging the necessary procedures for the dispersal of sponsors’ parcels/letters to SOS children/families.
* Collecting children / young people’s departure data as per the departure guidelines requirement.
* Lead in all fund development activities and communications of the location as guided by the programme manager.
* Contact and approach corporates in Tsumeb for fund development opportunities.
* Create a tracking database of individual givers in the location.
* Manage Donation in Kind with the help of the Donation in kind committee members.
* Be an active member of the Village Management team.
* Carry out any additional and relevant tasks provided by the supervisor.

**COMPETENCIES**

* Organized, detail-oriented, and able to multi-task and prioritize
* High energy and enthusiasm
* Pro-active and solutions-oriented – eager to take on new challenges
* Able to communicate effectively and persuasively, internally and externally, both orally and in writing
* Able to work under pressure to meet and own tight deadlines
* Excellent oral and written communication skills with the ability to create strong presentations
* Comfortable managing multiple projects at once, demonstrating excellent time management skills, with attention to details
* Strong interpersonal skills, willing to assist co-workers in tasks but also works well independently
* Demonstrates professionalism in the most difficult situations, remaining positive and composed;
* Excellent computer skills (including MS Word, Excel, PowerPoint, and Outlook) is essential;
* Excellent donor service skills;
* Thrives in a fast-paced, and dynamic environment.

**MINIMUM REQUIREMENT FOR POSITION**

* An appropriate diploma in Media, Public Relations, Communications or actively related.
* At least Two (2) Years of post-diploma experience
* Basic photography/videography skills
* A proven track record working with content creation-based industry
* Proficient in MS Office Suite and Word processing.
* Strong creative and professional writing skills plus good editing skills

**ADDED ADVANTAGES**

* Code B Driver’s license
* Application of Photography and Video editing programs and equipment
* Background in fundraising initiatives or ability to initiate projects intended to raise funds for the organization
* Ability to work with children and young people

# Interested persons should send their detailed CV’s with three (3) contactable references and supporting

**documentation to: Magret Kamati at recruitment.hr@sos-namibia.org,**

**CLOSING DATE: 03 March 2023**

**SOS Children’s Villages Namibia is an equal-opportunity employer. Racially disadvantaged persons and persons with disabilities are encouraged to apply.**