

FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda

VACANCY ANNOUNCEMENT

SPONSORSHIP RELATIONS FACILITATOR

ABOUT FH

FH Association (Food for the Hungry) is an International Christian, Relief and Development organization with a vision **“All forms of Poverty ended worldwide”** and a mission; **“Together we follow God’s call responding to human suffering and graduating communities from extreme poverty”**. FH Rwanda operates in Kamonyi, Ruhango, Muhanga, Gatsibo, Nyagatare and Ngororero districts and has recently expanded its interventions in Karongi district. Our Head Office is located at Umuyenzi Plaza, 2nd Floor, Kisimenti – Remera.

We are seeking to hire a qualified, dedicated and experienced Rwandan National for the **“Sponsorship Relations Facilitator”** position to be based in **Nyagihanga Area Program**, Gatsibo district. The job holder reports to the Sponsorship Relations Officer.

PURPOSE OF THE POSITION

The Sponsorship Relations Facilitator assists in ensuring that Sponsorship operations and initiatives are well integrated and deployed within FH Rwanda programs and standards.

MAIN KEY RESULTS

Implementation of Child Sponsorship activities (50%)

1. Participate in the identification, selection, registration and verification of beneficiaries in the targeted communities as per set guidelines.
2. Ensure that letters are written, translated and get to sponsors/children on time.
3. Take children photos as required
4. Write at least one (1) success/impact stories per month and include photos showing the change in the lives of the people living in the community.
5. Engage and sensitize target communities with respect to program activities and organize parents and/or children meetings according to the relevant topics.
6. Equip parents in order to meet the spiritual, intellectual, physical and emotional needs of their children.
7. Build the capacity of the volunteers and partner with community groups to deliver outcomes effectively to enhance the well-being of children and ensure volunteer efforts are coordinated to promote integration and synergy to prevent duplications.

Reporting and Networking (30%)

1. Prepare monthly activity reports

2. Work with communities, local leaders, church leaders and families at all stages of program/project implementation.
3. Develop and maintain good working relationships with local church leaders, local leaders, children's parents, NGOs and cascade group volunteers in the community.
4. Visit the home of registered children two (2) times a year and complete a child well-being report using the template provided.
5. Represent FH Rwanda in community meetings and other forums as requested by the supervisor.

Contribution to monitoring and evaluation functions (20%)

1. Monitor the day-to-day program activities in the assigned cell in accordance with the designated monitoring systems and maintain accurate records of the same
2. Participate in data collection and entry for any assessments, surveys and evaluations.

JOB REQUIREMENTS

- Advanced Diploma (A1 level) in Education, Social studies or related topics
- At least 2 years of relevant work experience in a NGO setting
- Valid Driving License **Class A** is a MUST

OTHER ESSENTIAL REQUIREMENTS

- Has a vibrant personal relationship with Jesus Christ
- Must have a demonstrated Christian commitment to serving the vulnerable and be in full agreement with FH's Christian foundation and FH Vision, Mission and Values.
- Demonstrable experience in working with online data management systems and knowledge of World Link application.
- Have ability to work with the community especially with children
- Good interpersonal and organizational skills, including the ability to effectively work with cross-cultural teams.
- Ability to prioritize tasks, meet deadlines and work with limited supervision.
- Excellent Reporting and communication skills.
- Working knowledge of computers and MS Office Suite
- Attention to details and high level of accuracy
- Ability and willingness to work independently with a high degree of motivation and be result oriented

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **Tuesday 31th August 2022 @5pm** using the following link:

<http://41.216.97.161/fhrwjobs>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanda@fh.org.



FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 18th August 2022



A handwritten signature in blue ink is positioned to the left of a circular blue stamp. The stamp features the text "FOOD FOR THE HUNGRY" at the top and "B.P. 911 KIGALI-RWANDA" at the bottom, with a small globe icon in the center.