



JOB OPPORTUNITY

ORGANISATION BACKGROUND

Watoto Child Care Ministries is a ministry of Watoto Church that rescues vulnerable children and restores dignity to them by providing holistically for their physical, spiritual and emotional needs. Watoto has operations in Kampala, Wakiso, Mpigi and Gulu. Watoto is seeking a dynamic, passionate and qualified person to fill the position below

Title: Sponsorship Administrator (Correspondence)

Location: Suubi 2

Qualifications: Bachelor's Degree in Social Work, Development Studies, Education or any related course

Experience: At least two years working experience in a recognized organisation/company

Main Duties:

- Arranges and supports the writing of appealing biannual letters by beneficiaries to each sponsor
- Initiates sponsor letter to new sponsors
- Distributes letters sent by sponsors to their sponsored beneficiary
- Arranges for the mailing of letters written by sponsored individuals to their sponsor
- Supports Watoto village staff on issues of correspondence
- Provides necessary training to the various teams for good quality letters
- Manages the team of volunteers effectively for optimum results regarding letter writing
- Ensures initial on site screening of all letters for appropriate content according to guidelines

- **Skills**
- Well organised, effective time keeper, attention to detail and a high level of commitment to accuracy
- Excellent people skills with ability to see other person's perspective
- Knowledge of usage of Web based data bases is an added advantaged.
- Strong computer skills, word, excel, outlook, Writing, editing and listening skills
- Ability to gain support and cooperation from key stakeholders.

To Apply:

- Send your merged Cover Letter, academic documents and CV (PDF, not more than 6 pages, less than 20MB) a cell recommendation letter to careers@watotochurch.com (Subject Line: Sponsorship Administrator (Correspondence) Candidate – First Name, Last Name) not later than 7th February 2017.

DEADLINE FOR APPLICATIONS: 7th February 2017

Only successful applicants will be short listed and contacted for interviews.