

Job title	Development Officer	Department	Education
Job holder		Station	
Job type	Full Time	Line Team Leader	Head - Education Operations and Partnership Liaison (Dual reporting)
Job aim	To maintain and disseminate up to date records on partnership initiatives and provide timely support and feedback and delivering events and deepening stakeholder relationships across the Watoto schools		

Duty and standards ; measurable in terms of time, cost, quality or quantity. List is not to be regarded as exclusive

Duty (1) 40%	<p>Partner Relations</p> <ul style="list-style-type: none"> Cultivate relationships with members of the Watoto schools community (alumni, current and past parents, staff and all funders) to enable the School to benefit from their influence, contacts, expertise, voluntary help and financial support. This includes being first point of contact including face-to-face, telephone, written and electronic communication. Devise, and then organise, manage and supervise in person an annual programme of events for teams visiting Watoto Schools to provide social and networking opportunities, relationship building and fundraising leads, in conjunction with the Head of Operations, Head of Education Services, Partnership Liaison and Visit Watoto. Ensure all follow-up after events is timely, efficient and professional. Develop and manage the Watoto Schools communications Increase awareness of the work Watoto does to both potential individual and corporate partners within the local market in relation to education Intentionally look out for different networking possibilities for partner retention for the directorate
Standards	<p>Relationships built and participation with the relevant associations/forums</p> <p>Maintains up to date database of all current and potential partnerships, support and details of the same for the Directorate</p> <p>Prepares and avails periodic reports on the status of partnership.</p>
Duty (2) 40%	<p>Project Coordination</p> <ul style="list-style-type: none"> Coordinate the implementation of projects under the Education Directorate (in conjunction with Operations Team Leader) Ensure that records/data on the projects are maintained accurately and continuously improved. Maintain an up-to-date needs list of funding requirements for Education Directorate and ensure donors receive timely, correct and personal acknowledgements of their gifts. Handle all other administrative duties of the Development office as required
Standards	<p>Uptodate needs list maintained</p> <p>Upto date status of ongoing and potential projects</p>
Duty(3) 20%	<p>Reporting and Proposals</p> <ul style="list-style-type: none"> Prepares initial grant/funding proposals for the education directorate in line with the Ministry's strategic objectives Prepare all annual development reports to achieve all objectives and analyze trends and provide necessary recommendations.
Standards	<p>Proposals drafted</p> <p>Quarterly and Annual development Reports prepared</p> <p>Funds raised for the directorate</p>

Behavioural Competencies essential for the job:

	Criteria: behavioural competencies (assign levels), skills, knowledge experience, and specialist qualifications. This criteria will be used as part of the performance management purposes	Essential (E) or desirable (D).	Selection. How criterion will be measured
	Behaviours		
1	<p>Achievement (L4) Sets and meets challenging goals and seeks long term improvement.</p> <p>Achieves significant progress in the long term, wider performance of the Ministry. Sets out to be the best - has own measures of excellence and works to these. Tackles difficult problems and takes personal responsibility for reaching solutions. Seeks ways to improve overall performance levels to give higher levels of satisfaction to target groups.</p>	E	Application, Interview
2	<p>Team working (L3) Builds the Team</p> <p>Proactively shares information and learning. Addresses conflicts or issues within the team in a positive and open manner. Provides clear feedback to team members. Uses understanding of different interests and agendas to achieve positive outcomes. Gives others opportunities to practise new skills and capabilities, and provides or arranges coaching. Works to provide supportive environment by securing necessary resources and removing blocks to effective working. Encourages work-life balance amongst team to maintain healthy workforce and promote long term effectiveness</p>	E	Application, Interview
	<p>Customer Service Orientation (L3) Addresses Underlying Needs</p> <p>Takes time to question and understand the real, underlying needs of customers, beyond those initially expressed. Establishes systems to collect customer feedback. Makes decisions with the customer in mind. Takes pride in delivering a high quality product or service. Investigates service delivery and provides solutions to problems.</p>		
3	<p>Flexibility (L3) Adapts Tactics/Approach</p> <p>Identifies a practical approach in order to get the job done quickly and effectively. Uses an awareness of the bigger picture along with common sense to interpret and implement policy. Responds effectively to changing circumstances. Remains focused when faced with competing demands. Makes reasonable adjustments to ensure maximum effectiveness and motivation of self and others.</p>	E	Application, Interview
4	<p>Relationship Building for Influence (L4) Extends networks and builds indirect influence</p> <p>Identifies and builds relationships with those who will be useful now and in the future in achieving the Watoto Ministries's Strategic Objectives. Actively 'lobbies' and wins support behind the scenes. Assembles and sustains coalitions to get support and influence others. Uses appropriate influencing techniques sensitive to cultural and political needs and issues..</p>		
	Technical skills, knowledge and experience		

	<ul style="list-style-type: none"> • Bachelor’s Degree in Mass Communication, Business Administration, Social Sciences, Marketing or a related area. • At least 5 years working experience in public relations, marketing, customer service or a related role • Computer literacy • Outstanding organisational and communication skills as well as being a team player and able to deal with conflicting demands and tight deadlines • A professional, customer-facing attitude will be key, as will a keen eye for detail. • Experience with project management and writing winning proposals • A team player, results oriented, self-motivated, able to work with minimum supervision and for long hours under extreme pressure 	E	Application, Interview
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Authorisation

Immediate Supervisor	
Post / title	
Signature	Date:
Team Leader -	Date:
<p>Employees Declaration</p> <p>I have received, read, and understood my job description and will perform to the best of my ability.</p>	
Signature	Date: