

JOB OPPORTUNITY

Job Title: Sponsorship Assistant - Africa Region
Organization: Watoto Child Care Ministries
Duty Station: Watoto Homes

Watoto is a family of people from all over the world who are working together to ensure that the forgotten have a place to belong. In a time of civil war, we planted Watoto Church in Kampala, Uganda to speak hope and life to the nation. As we work alongside the most vulnerable in our society, our aim is to rescue individuals and raise each one as a leader in their sphere of life so that, in turn they will rebuild the nation.

In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit a Sponsorship Assistant - Africa Region to support in the raising of sponsors and provide ongoing support to existing sponsors in Africa region.

Key Duties and Responsibilities (but not limited to)

- To modify the Uganda sponsorship payment tracker and make it easier to comprehend.
- To update the departmental general accountability and file all accountability sheets on a weekly basis.
- To prepare updated statements for all the existing sponsors and print them as per request.
- To receive and receipt all the sponsorship payments made by sponsors and donors before end of the week.
- To acknowledge sponsors payments as they come in from the Africa region including cash, cheques, mobile money, standing orders and direct debit.
- To promptly send reminders to all the sponsors who have not made their payment.
- To compile weekly progress reports and submit them to the Sponsorship Coordinator.
- To set up the sponsorship tables and replenished it with all the required materials every Sunday in particular districts and conduct trainings and orientations for the volunteers to support with the sponsorship table.

Qualifications, Skills and Experience.

- The applicant for the Watoto Sponsorship Assistant-Africa Region job opportunity should hold at least a Bachelor's Degree in Business administration or a related degree
- At least two years' experience working in Administration with a large and busy organisation.
- The candidate should be a team player, result oriented, self-motivated with ability to work with minimum supervision and for long hours under pressure
- High level of motivation and initiative and strive for a high standard of practice.

How to Apply:

All suitably qualified and interested candidates can apply by visiting our website;

1. Website www.watotochurch.com
2. Go to **Apply for a job** section
3. Under that, click on the link that says **Apply**
4. Fill out the form that will be open and submit after all sections have been filled.

DEADLINE; 1st/April/2020.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.