

## **Job Description: Programme Officer – Sponsorship Projects**

**Position Title:** Programme Officer – Sponsorship Projects

**Day-to-day supervision -** Programme Coordinator

**Functional / Line Reporting -** Programme Director

**Organization:** Ethar Relief

**Location:** Office Based/Remote

**Employment Type:** Full-Time/Part-Time

**Salary Range:** Based on Organization Salary Range

### **About Ethar Relief**

Ethar Relief is a humanitarian organization dedicated to alleviating the suffering of refugees and vulnerable communities in East Africa and Surrounding Region. We deliver impactful projects and sponsorship programs, ensuring that the most marginalized individuals have access to education, healthcare, and essential services.

### **Job Summary**

The Programme Officer – Sponsorship Projects is a critical role within Ethar Relief's programme team. The role is responsible for the management, monitoring, and successful delivery of projects, with a particular focus on sponsorship programs. The incumbent will work closely with the Programme Manager and other stakeholders to ensure that projects align with organizational goals, meet donor expectations, and effectively serve beneficiaries.

### **Key Responsibilities**

#### **Sponsorship Management**

- Develop and oversee project work plans, timelines, and budgets in coordination with the Programme Manager.
- Coordinate the implementation of sponsorship projects, ensuring timely delivery of project outputs.
- Track project performance, identifying risks and implementing mitigation strategies.
- Maintain detailed and accurate project documentation, including reports, Profiles, Photos, logs, and evaluations.

- Manage the end-to-end process of sponsorship programs, including beneficiary selection, communication with sponsors, and delivering impact reports.
- Develop and implement procedures for sponsor and beneficiary engagement, ensuring transparency and accountability.
- Monitor and evaluate program outcomes, ensuring alignment with organizational objectives and donor requirements.
- Maintain accurate databases for sponsorship beneficiaries and sponsors.

### **Stakeholder Engagement**

- Work closely with internal teams, partner organizations, and community stakeholders to ensure effective project implementation.
- Act as the point of contact for sponsorship program sponsors, responding to inquiries and providing updates.
- Prepare and deliver High Quality reports, and communications to sponsors and other stakeholders.
- Ensure compliance with organizational policies, donor requirements, and local regulations in project implementation.

### **Capacity Building**

- Provide training and support to field staff and local partners on sponsorship program processes and best practices.
- Share knowledge and lessons learned to enhance the effectiveness of Ethar Relief's projects.

### **Qualifications and Experience**

**Education:** Bachelor's degree in international development, Project Management, Social Sciences, or a related field. A master's degree is an advantage.

#### **Experience:**

- Minimum of 3 years of experience in project management, preferably within a humanitarian or development organization.
- Proven experience managing sponsorship or donor-funded programs is highly desirable.

#### **Skills:**

- Strong project management and organizational skills.
- Excellent communication skills, with the ability to liaise effectively with diverse stakeholders.
- Proficiency in MS Office Suite and project management software.
- Knowledge of monitoring and evaluation frameworks and tools.

**Attributes:**

- Strong commitment to the job, humanitarian principles and values.
- Ability to work under pressure and manage multiple priorities.
- Cultural sensitivity and the ability to work effectively in diverse environments.
- Follow the organizational values and take responsibility.