

RECRUITMENT FOR SPONSORSHIP SERVICE TEAM LEADER

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has works in 40 countries, supporting approximately 17 million people, including about 10 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 4 provinces; Tuyen Quang, Hoa Binh, Thanh Hoa and Ha Giang. GNI in Vietnam sponsors about 10,000 children and implements community development projects (CDP) in education, water & sanitation, income generation sectors in 7 different areas of Vietnam.

Job title: Sponsorship Services Team Leader
Reports to: Country Director, General Manager, Operation Division Manager

Effective date: December, 2018
Location: Head Office - Hanoi
Type of contract: Full time

1. KEY WORKING RELATIONSHIPS	
Internal	External
Country Director, General Manager, Operation Division Manager /Officers , PMs, Project Officers	GNI's Donors, Partners, Governmental. Officials, INGOs, Communities.
2. MAIN DUTIES	
<p>1. Sponsorship Services Activities</p> <ul style="list-style-type: none"> - Overall management of sponsored children's data and services/case management of all community development projects (CDPs) - To directly receive/manage child data on CMS system and child services of in charged CDP - To develop guidelines and provide trainings on related issues for related staffs - To update and in-time deliver instructions from Head Quarter to team members - To provide in-time support to CDPs and Head Office (HO) team members regards to sponsorship services activities - To provide regular monitoring and supporting to CDPs - To make regular reports about team activities to line manager - To make yearly plan and contribute to long-short term strategy for the team and GNI <p>2. Others</p> <ul style="list-style-type: none"> - To keep record/filing properly letter, reports and documents; - To build network for case management and other team activities; - To manage team members and provide consultations for line manager in terms of staffing issues - To actively participate in other activities of GNI including meetings, capacity building 	

activities, volunteer activities, etc.

- To work willingly for any particular assignment given by management level.

3. QUALIFICATIONS REQUIRED

Education:

- University degree in Social Works or other relevant field.

Work experience:

- Minimum 2 years of relevant working experience;
- Able to work under pressure and problem solving.
- Experience of working with children;
- Experience of community development or with NGO is a plus point.

Skills:

- Ability to work independently and work with team;
- Good organizing skills and interpersonal skills;
- Good English communication skill
- Good skill in computer use

Attitude:

- Sociable, responsive, committed;
- Teamwork;
- Accountable and transparent.

4. HOW TO APPLY

Interested candidates are invited to send their application (including a letter of motivation and a CV with ***salary desired*** and a portrait photo attached) to Human Resource Division via the email address recruitment@gni.org.vn or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi *no later than 31st December, 2018*. We are very sorry that only short-listed candidates will be contacted for interviews.