

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Child Sponsorship Administration and Logistics Officer
Reports to: Child Sponsorship Coordinator
Department: Institutional Development & Strategy (IDS)

OVERALL JOB PURPOSE

The Child Sponsorship Administration and Logistics Officer is crucial in facilitating and managing seamless and accurate logistics and administrative duties within the Child Sponsorship Department.

DUTIES AND RESPONSIBILITIES:

1. Logistics Coordination

- Oversee the logistical aspects of Child Sponsorship activities, including scheduled meetings, events, meals, training sessions, and transportation.
- Monitor and track the department's materials, equipment, and resources inventory, replenishing supplies as necessary.
- Receive and respond to all incoming calls, transferring calls when needed.
- Secure transportation for Child Sponsorship activities as needed.
- Prepare and budget meals for departmental training and meetings.

2. Requisitions and Supplies

- Raise requisitions on the portal.
- Follow through on requisitions from the point of being raised until funds/resources are received.
- Account for all funds received in the department with the Accounts Department.
- Ensure strict accuracy and accountability of all funds received in the department.

3. Financial Management

- Maintain accurate financial records related to Child Sponsorship, including budget tracking and expense reports.
- Timely and accurate updating of expenses related to sponsor visits.
- Monitor expenditures against the yearly budget, identifying variances and advising CSC and CSM of areas exceeding the approved budget.

4. Gift and Correspondence Coordination

Facilitate and monitor all gift and correspondence-related tasks for assigned centres.

- Collect, sort, and assign all incoming mail.
- Collect, sort, and assign all gifts received from visitors.
- Work closely with Sustainability to coordinate the logistics of all gift deliveries.
- Ensure follow-through on gift confirmations.
- Receive thank you cards, documenting them as Delivered on the portal.
- Scan thank you cards and upload them to the shared Google Drive.
- File all gift delivery lists by date and centre.
- Scan Sponsor letters by centre and upload them to the shared Google Drive.

5. Undertake any other official assignment as directed by the supervisor.

Academic and Professional Qualifications & Experience

- Diploma in Business Administration
- Minimum of 3 years of relevant work experience

Competencies/Abilities/Skills Required

- A high level of motivation, integrity, confidentiality, commitment to Christian values, keenness for details, and professionalism.
- Ability to adapt to cultural and educational diversity in the workplace.
- Excellent communication, time management, organization, and presentation skills.
- A good team player with a high degree of initiative, flexibility, and tolerance.
- Versatile with the use of computing technology.