



[www.lovingheartsbabies.com](http://www.lovingheartsbabies.com)

Tel: +256 31 211 3206

PO Box 26083, Kampala, Uganda

(Affiliated with Africa Renewal Ministries)

## **Position Advertisement - Home Manager/Management Team**

### **Characteristics and Skills** (by order of importance):

- Belief in Jesus Christ as Savior and a consistent relationship with God
- Exemplary character and integrity
- Cross-cultural and interpersonal sensitivity
- Excellent communications skills
- Balanced leadership skills with at least 2 yrs management experience
- Precise decision making and problem solving skills
- Can carry a vision while ensuring the details are attended to
- Preference is a couple with specific compassion for orphaned children

### **Key Responsibilities:**

- Ensure that the home is operated in accordance with all policies and procedures of the Home Management Committee (HMC Liaison)
- Supervise and monitor the day-to-day running of the home
- Manage Human Resources
- Liaison with adoptive parents and partner adoption agencies, ensuring optimal adoption process and development of ambassadors.
- Welcome visitors and volunteers, give them a tour and explain the history and vision of the home
- Work with the HMC to raise funds and sustainability strategies for the continuation of the home
- Reporting to main donors on the 1<sup>st</sup> and 15<sup>th</sup> of each month
- Produce activity reports for the Home Management Committee
- Coordinate the use of the volunteer wing and the volunteers' tasks

### ***Preferred but not required responsibilities:***

- Be the accounting officer of the home
  - Ensure all expenses are accounted for
  - Monthly financial reports to HMC
  - Quarterly Reports to Servant's Heart Foundation

**Reports to:** Home Management Committee

**Position Location:** Kampala, Uganda

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- **Application submission deadline: Midnight on Sat. March 6, 2010**
  - **Submit application requirements to: Chairperson – Loving Hearts Management Committee at [info@lovingheartsbabies.com](mailto:info@lovingheartsbabies.com)**
  - **Application requirements: 1) Resume/C.V. – include compensation amounts from each previous job listed on the resume and at least 5 references**  
**2) Cover letter – describe your interest in this position**