



CULTURE INFORMATION AND PASTORALIST DEVELOPMENT
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ROLES AND REPONSIBILITIES OF CIPAD STAFFS

VILLAGE SUPERVISOR

Reporting to the coordinator he will supervisor and take charge of daily activities of Obbitu children and take remedial measures. He will deputize the coordinator in absentia the main duties will include

1. Supervising the mother caretakers, watchmen, day care teacher and the green house workers on daily basis
2. Supervise meals of Obbitu children
3. Pay bills for health service for registered OVC
4. Procure and pay for goods and services as approved in the management committee meeting
5. Keep clean books of accounts of all CIPAD expenditures
6. Support safe custody of documents of CIPAD
7. Maintain in and update store ledgers and stock bin.
8. Support the entertainment of Obbitu children
9. Any other duties assigned by management

OVC FIELD OFFICER

Reporting to the coordinator he has the role to collect, enter into computer database and disseminate information on OVC registered with OVC sololo program. Duties include;

1. Visiting OVC at household level and collect both the child and family information
2. Enter the information in the data base and filing the record OVC files
3. Keep security and secrecy of the information received in the course of his duty
4. Provide OVC services to HBC based on need identified
5. Advice the management on the procurement of services for OVC identified during home visit
6. Prepare monthly report and send it to the donor and coordinator
7. Any other duty assigned by the management
8. Show cinema for Obbitu children on weekends

DAY CARE TEACHER/ FOOD STORE

Reporting to the village supervisor she will teach and guide children left in the village and keep records of the performance of the children. Duties will include

1. Stay with the children in day care in the reading room and guide them
2. Escort sick children to the health facility
3. Maintain academic record of children attending school
4. Provide role model and advice to the children on weekly basis
5. Record and maintain food ledger
6. Provide daily food ration for the mother caretakers
7. Maintain the cleanliness of the food store
8. Any other duties assigned by the management

MOTHER CARETAKERS AND HOUSEHELPERS

Reporting to village supervisor, the mothers will have the responsibilities to protect general well fare and wellbeing of the children in Obbitu children village, the duties will include

1. Food and nutrition – cooking , serving the children
2. Health care – teach personal hygiene practices, washing young children, maintain sanitation of the living room, kitchen, washrooms, and the children’s compound
Report when children are sick and also supervises treatment and store children drugs
3. Provide good role model, teach the children vernacular language, proper dressing, teach children good manners
4. Provide counseling
5. Supervisor school attendance
6. Contribute to peace and harmony among all staffs in Obbitu children
7. Any other duties assigned by the management team

WATCHMEN

Reporting to village supervisor, the watchmen the people and property of Obbitu children village will have the role of protecting. The duties will include;

1. keep vigilant at the gate to allow people in and out
2. protect the compound from trespassers and livestock
3. check on the Obbitu donkeys and take them to water
4. observe the general behaviour of Obbitu children and report tp mother caretakers and village supervisor
5. escort the children in the morning to school
6. start the generator in the evening and fuel it
7. report to the management any damaged, stolen or suspicious person

8. any other duties assigned by the management

GREEN HOUSE WORKERS

They will take daily maintenance and activities of Obbitu farming unit. Their duties will include:

1. prepare nurseries, transplant ,irrigate, weed, and spray in the green house and open field
2. harvest and store crop prior to marketing
3. keep records of stock, implements
4. provide security of the compound and the farm during the day
5. report any damages and irregularities to the management team
6. any other duties assigned by the management