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Nyikwa Ezra Welfare Association
Social Welfare, Wealth, & Prosperity
Welfare Administrator

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Suna Migori

9th March 2022

Internal Memo

From: Welfare Administrator

To: Members

Re: Organizational Restructuring

Dear members

RE: Organizational Restructuring

The above matter refers

We would like to notify you of the planned restructuring of the organization to improve efficiency of operations

NEWA Family Foundation will have nine divisions with distinct but complementary roles as indicated in the below flow-chart

You are hereby advised to comply with the new restructuring

Organizational Structure

Chief Executive Officer Grade 6

Chief administrative, Finance, Programs, and Operations Officer

Senior Vice President, Outreach and Programs Grade 5

Chief Outreach and Programs Officer

Vice President Business Development and Operations Grade 4

Chief Business Development and Operating officer

Divisions

1. FINANCE AND PLANNING GRADE 3

- a. Planning **Grade 2**
- b. Internal Audit **Grade 2**
- c. Revenue collection **Grade 2**
- d. Debt collection **Grade 2**
- e. Fundraiser **Grade 2**
 - i. Donor grant proposal writing
 - ii. Crowd funding
- f. Budgeting **Grade 2**
- g. Grant, loan, and cash disbursement to beneficiaries, divisions, and programs
Grade 2

2. HUMAN RESOURCE AND ADMINISTRATION GRADE 3

- a. Recruitment **Grade 2**
- b. Training **Grade 2**
- c. Payroll **Grade 2**
- d. Employee Welfare **Grade 2**
 - i. Counselling, benefits, incentives, allowances
- e. Support Staff **Grade 2**

- i. Cleaners **Specilaist Grade 1**
- ii. Garderners **Specilaist Grade 1**
- iii. Land scapers **Specilaist Grade 1**
- iv. Cheffs **Specilaist Grade 1**
- v. Mail Registry **Specilaist Grade 1**
- vi. Secreataries **Specilaist Grade 1**
- vii. Ridders/Messangers **Specilaist Grade 1**

3. LEGAL GRADE 3

- a. Compliance **Grade 2**
- b. Policy and Lobbying **Grade 2**
- c. Community Liaison **Grade 2**
- d. International relation and linkages **Grade 2**

4. COMMUNITY DEVELOPMENT, DIRECTOR GRADE 3

- a. **Economic Empowerment Manager Grade 2**
 - i. Business plan development **Specialist Grade 1**
 - ii. Business incubation **Specialist Grade 1**
 - iii. Grants for formal business **Specialist Grade 1**
 - 1. Accelerator
 - 2. Startup
- b. **Sustainable Development Projects Grade 2**

- i. Agribusiness **Specialist Grade 1**
 - 1. Poultry farming
 - 2. Bee keeping
 - 3. Dairy Farming
 - 4. Horticulture
- ii. Brick Making **Specialist Grade 1**
- iii. Carpentry **Specialist Grade 1**
- iv. Fish farming and aquarium **Specialist Grade 1**
- c. **Sustainable Livelihood Grade 2**
 - i. Social welfare programs **Specialist Grade 1**
 - 1. Cash transfer
 - 2. Benevolent
 - 3. Birthday gifts
 - 4. Anniversary gifts
 - 5. Medical and Health insurance
 - 6. Graduation gift
 - 7. Anniversary gifts
- d. **Affordable housing Grade 2**
- e. **Clean Drinking Water Grade 2**
 - i. Boreholes **Specialist Grade 1**

ii. Water cannons **Specialist Grade 1**

iii. Water tanks **Specialist Grade 1**

f. Environment **Grade 2**

5. ICT GRADE 3

a. Web Development and Maintenance **Grade 2**

b. Networking and Communication **Grade 2**

c. Social media and outreach **Grade 2**

d. Marketing and Advertisements **Grade 2**

i. Roadshows

ii. Publicity

e. Publication, printing, imaging, and branding **Grade 2**

i. Design of logos, posters, adverts, banners, infographics, business cards, fliers.

f. Resource center **Grade 2**

i. Coding for kids **Specialist Grade 1**

ii. Mobile app and web development **Specialist Grade 1**

iii. Digital literacy and marketing tools **Specialist Grade 1**

6. SECURITY GRADE 3

a. Safety of premises, staff, and Assets **Manager Grade 2**

b. Environmental/Occupational Health and Safety **Manager Grade 2**

- c. Security checks at the gate **Manager Grade 1**

7. RESEARCH AND EDUCATION GRADE 3

- a. Research on various topics related to our mission **Grade 2**
 - i. Publication of articles and blog posts
- b. Education **Grade 2**
 - i. Scholarships
 - ii. Bursaries
 - iii. School and Institutions of learning partnerships
- c. Leadership **Grade 2**
 - i. Mentorship programs
 - ii. Emerging Leaders

8. HEALTH GRADE 3

- a. **Wellness Grade 2**
 - i. Physical exercise
 - ii. Kids play
 - iii. Cycling
 - iv. Gym and fitness
 - v. Maasage and SPA
- b. **Health Grade 2**
 - i. Medical camp

- ii. Medical screening,
- iii. Health campaigns, awareness, intervention, and promotions

c. Sanitation Grade 2

- i. Clean drinking water
- ii. Hand washing

d. Family Health Grade 2

- i. Counseling
- ii. Mentorship
- iii. Inspiration

e. Lifestyle Modification Grade 2

- i. No smoking
- ii. No drug abuses
- iii. Rehabilitation of drug addicts

f. Nutrition Grade 2

- i. Vegetable, fruits and whole grain
- ii. Food bank and reserves
- iii. Free food
- iv. Dietary literacy and education programs

g. Sexual and Menstrual Health Grade 2

- i. Abstinence

- ii. Sanitary pads
- iii. Protected sex
- iv. Faithfulness
- v. VCT
- vi. Male circumcision

9. SUPPLY CHAIN GRADE 3

- a. Procurement **Grade 2**
- b. Transport and Logistic **Grade 2**
 - i. Drivers **Grade 1**
 - ii. Mechanics **Grade 1**
- c. Tendering **Grade 2**
 - i. Bids
 - ii. Request for proposal