Consultancy Description

**Position Title:** Program Officer for Uganda and Nigeria

**Reports to:** Program Director

**Position Classification:** Consultant

**General Summary**

The main objective of the Program Officer consultancy is to strengthen and manage Disability Rights Fund and Disability Rights Advocacy Fund grantmaking in Uganda and Nigeria. The Program Officer for Uganda and Nigeria will be responsible for country strategies which best advance the rights and inclusion of persons with disabilities in these two countries, oversight and support to applicants and grantees, and monitoring of results and learnings. The Program Officer will also contribute to refinement of a strategic grants process, which incorporates best practices in funding disability rights and inclusive development in the Global South.

**Essential Duties and Responsibilities:**

* Serve as a liaison to DRF/DRAF grantees and prospective grantees
* Review grant proposals and conduct financial and critical analysis of proposals and applicant organizations
* Prepare concise written analyses of grant proposals and develop funding recommendations for DRF/DRAF Grantmaking and Board Committees comprised of advisors and donors
* Work closely with DRF/DRAF grants management staff on grants administration
* Work closely with DRF/DRAF Technical Assistance Coordinator to identify organizational and strategic support needed by grantees and develop technical assistance plans for Uganda and Nigeria
* Provide grantees with organizational and strategic support and recommend helpful resources and/or experts as appropriate
* Plan and implement annual grantee convenings and/or site visits in Uganda and Nigeria
* Review and analyze grantee reports and communications and report on grantee achievements as part of Monitoring Evaluation and Learning
* Support DRF/DRAF Communications by reporting on and documenting grantee achievements and disability rights advancements in Uganda and Nigeria
* Develop professional relationships within the field of disability rights and other relevant fields to keep abreast of trends and inform DRF/DRAF grantmaking
* Build relations with DRF donors and other development partners and with key government stakeholders in the respective countries
* Collaborate with Executive Director, Program Director and other staff and governance to develop and refine organizational and DRF/DRAF grantmaking strategies, including for monitoring & evaluation
* Assist with other tasks, as needed

**Education and/or Experience**

* Bachelors degree, or equivalent, in human rights or development (or other relevant fields) with minimum 5 years of relevant experience; advanced degree desired
* Experience in grantmaking for human rights advocacy
* Knowledge of disability rights, the Convention on the Rights of Persons with Disabilities, and the Sustainable Development Goals
* Experience supporting capacity development within civil society in Uganda and/or Nigeria, especially to do rights advocacy utilizing international (and regional) human rights instruments, including the Convention on the Rights of Persons with Disabilities

**Knowledge, Skills, and Abilities**

* A critical understanding of and a deep commitment to social justice and human rights issues facing people with disabilities worldwide
* Demonstrated experience in project coordination
* Experience with Disabled Persons Organizations (DPOs) in Uganda and/or Nigeria or prior experience working with civil society in Uganda and/or Nigeria
* Demonstrated ability to work well under pressure
* Supportive team player
* Self-reliant, good problem solver, results oriented
* Experience working in a multi-cultural environment
* Demonstrated ability to work well with diverse populations from around the world
* Ability to travel independently in foreign countries, including in rural / remote areas
* Ability to combine the roles of objective evaluator and empathetic observer
* Strong administrative and organizational skills; the ability to manage time efficiently
* Computer proficiency (Word, Excel, Outlook, PowerPoint); willingness to learn additional applications (and accessible technology) as necessary

# Compensation

This is a full-time position; the salary will be commensurate with experience.

# How to Apply

Please email a cover letter, resume, contact information for three references (including at least one previous supervisor), and writing sample to:

Diana Samarasan, Executive Director

Disability Rights Fund, Inc.

89 South Street, Suite 203

Boston, MA 02111-2670

[jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org) (please no phone calls)

**Deadline**

Applications must be received by April 6, 2018.