**Disability Rights Fund seeks**

**Project Officer**

**General Summary**

The Disability Rights Fund (DRF) has an exciting opening for a Project Officer to manage a funding stream of grants to organizations of persons with disabilities in Commonwealth countries under the “Commonwealth Leaves No One Behind” project. These grants will follow up on government commitments to persons with disabilities and will be coordinated with multiple stakeholders at global and national levels. In addition to strategic grants management, the Officer will also identify and provide technical assistance needed for grantees of this funding stream. The position’s responsibilities also entail reporting to and close communications with UK aid/DFID, under which this project is funded as part of the Disability Catalyst Programme (DCP). The position will report to DRF’s Executive Director and requires frequent travel to developing countries in the Commonwealth.

# About the Disability Rights Fund and the Disability Rights Advocacy Fund

The Disability Rights Fund (DRF) and the Disability Rights Advocacy Fund (DRAF) are grantmaking collaboratives that empower persons with disabilities to advocate for equal rights and full participation in society. The mission of the Disability Rights Fund is to support persons with disabilities around the world to build diverse movements, ensure inclusive development agendas, and achieve equal rights and opportunity for all. The Disability Rights Advocacy Fund supports persons with disabilities in the developing world to advance legal frameworks to realize their rights.

DRF and DRAF resource organizations led by persons with disabilities, primarily in Africa, Asia, the Pacific Islands, and the Caribbean, that are leading efforts to secure rights for all. Through grantmaking, advocacy, and technical assistance, DRF and DRAF support Disabled Persons Organizations (DPOs) to use global rights and development frameworks, such as the Convention on the Rights of Persons with Disabilities (CRPD) and the Sustainable Development Goals (SDGs) – ensuring no one is left behind.

**About the Project**

The purpose of the proposed project is to actualize national commitments to advance the CRPD and achieve the Sustainable Development Goals (SDGs) made by governments at the Commonwealth Summit and Global Disability Summit. DRF will provide financial and technical support to national DPO-led coalitions to provide the disability expertise needed for government to follow through on these commitments. This support will uphold the CRPD mandate for participation of persons with disabilities in the achievement of rights and will enable closer partnerships between DPOs and governments towards national and global development goals.

Linking the UK’s leadership role as incoming Chair of the Commonwealth to the UK’s role in disability-inclusive development, the project will emphasize innovations and actions in developing Commonwealth countries in the four key thematic areas for disability-inclusive development to be uplifted at the Global Disability Summit —

stigma and discrimination; education; employment and livelihoods; and innovation and technology.

**Essential Duties and Responsibilities**

* Manage relations and requests for reporting and communications from UK aid/DFID
* Coordinate process for identifying, vetting and overseeing up to 25 grants across two years in partnership with the program team
* Assess needs and identify resources for technical assistance in partnership with the Technical Assistance Coordinator
* Ensure project is in line with DRF’s Monitoring, Evaluation, and Learning System in partnership with the Monitoring and Evaluation Officer
* Oversee grants and report on progress
* Develop professional relationships within the field of disability rights to inform and support above job tasks

**Education and/or Experience**

* Bachelor’s degree, or equivalent with minimum 5 years of relevant experience; advanced degree desired
* Several years experience working in relationship with multilateral or bilateral development agencies
* Experience writing and communicating stories from the field
* Experience working with different stakeholders, complex relationships, and collaborative partnerships
* Knowledge of the Convention on the Rights of Persons with Disabilities and other human rights instruments, and the Sustainable Development Goals
* Grantmaking or grantseeking experience

**Knowledge, Skills, and Abilities**

* Passion, commitment, and experience in advancing the human rights of people with disabilities
* Ability to think strategically and work in partnership with a major donor and respond to their requests in a timely manner
* Familiarity with the community of DPOs (particularly in the target countries / regions)
* Demonstrated ability to work well with diverse populations from around the world
* Ability to travel in foreign countries
* Ability to combine the roles of objective evaluator and empathetic observer
* Must be fluent in written and oral English. Other language proficiencies a plus
* 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

The Disability Rights Fund is an equal opportunity employer and does not discriminate against applicants based on race, religion, disability, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics.

# 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:

Disability Rights Fund

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 June 22nd, 2018.