**Inclusive Development Project Officer**

**Job Description**

1. **BACKGROUND**

The International Disability Alliance (IDA) is an alliance of [eight global and six regional organisations of persons with disabilities](http://www.internationaldisabilityalliance.org/node/30). We [advocate at the UN](http://www.internationaldisabilityalliance.org/node/80) for a more inclusive global environment for persons with disabilities and their organisations. The [Convention on the Rights of Persons with Disabilities (CRPD)](http://www.internationaldisabilityalliance.org/resources/convention-rights-persons-disabilities) is our touchstone. We are invested in ensuring that the [2030 Agenda and the Sustainable Development Goals](http://www.internationaldisabilityalliance.org/resources/2030-agenda-sustainable-development) are inclusive and in line with CRPD. We [support organisations of persons with disabilities](http://www.internationaldisabilityalliance.org/node/52) worldwide to take part in UN and international human rights processes, and use international accountability mechanisms.

The CRPD and 2030 Agenda have generated great historical global momentum, which now needs greater engagement by the UN and other development agencies in order to effectively support national authorities to translate growing commitments and awareness into meaningful and resourced policy changes for the inclusion of persons with disabilities. In this context, IDA is increasingly involved as partner to guide and advise the implementation of wide-scope inclusive development projects, bringing a DPO perspective and upholding CRPD standards in different areas.

**B. JOB ADVERT**

**Mission**

Under the line management of IDA Program Manager and with close functional links with other IDA staffs, including the Operation and Finance Manager, Project Officers and Senior Advisors, as well as the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer, the IDA Inclusive Development Project Officer is responsible for ensuring the **timely and** **quality implementation of specific IDA projects or IDA components of broader inclusive development projects, with a focus on inclusive education, inclusive livelihoods and inclusive health**. These projects and initiatives aim at advancing the effective realisation of the rights of all persons with disabilities, in compliance with the CRPD. They require high degrees of collaboration with a diverse range of development stakeholders, DPOs and other partners.

The position includes responsibilities in project management, ensuring compliance with donor requirements, partnership development, advocacy and technical guidance to ensure inclusive project management processes with IDA partners, coordination with IDA members, capacity development and technical assistance in areas related to disability-inclusive development policies, programmes and practices.

**Key interlocutors**

IDA Secretariat Team, IDA Members, IDA partners in particular Sightsavers and IDDC, donors and external contractors as relevant.

**Desired start date:** As soon as possible

**Assessment and start date:** end of February / early March

**Location of position:** Remote based

**C. JOB DESCRIPTION**

**Responsibilities**

In all his/her endeavours, the IDA Inclusive Development Project Officer will ensure participatory approaches, attention to accessibility, the provision of reasonable accommodation and to representation of the diversity of the disability movement and its constituencies.

1. **Lead the implementation, monitoring and support further developments of IDA’s components into inclusive development consortium projects**
* Lead, facilitate and manage project activities to ensure effective, participatory and collaborative delivery of project results related to IDA’s components into the UK Aid Connect project and Disability Inclusive Development projects, led by Sightsavers and funded by DFID
* Coordinate and liaise with relevant IDA Secretariat staff, IDA members, the IDA Programme Committee on aspects related to the projects, ensuring ownership, leadership and learning from IDA members
* Serve as one of the interfaces of the project management teams in Sightsavers, represent IDA in consortium at adequate levels, support smooth partnership relations in accordance with IDA partnership strategy (in close coordination with other project interfaces in IDA)
* Work closely with the Sightsavers team and other consortium members as relevant to advocate constructively for, promote and ensure highest possible levels of inclusiveness and accessibility of project management processes at all stages and levels and appropriate accountability mechanisms towards persons with disabilities
* Provide technical inputs to ensure CRPD compliance of all activities, processes, with a focus on education, health and livelihoods.
* Prepare and ensure the realisation of work plans, follow-up on the budget and use of means , including through mobilising external expertise
* In close collaboration with the IDA MEAL Officer, ensure the timely preparation and submission of narrative reports and support the identification and analysis of good practices and lessons learned
* Support the preparation of strategic discussions with project donors
* Contribute to the planning and writing of concept notes/ proposals to develop further phases of the project
1. **Manage selected IDA inclusive development project / initiatives**
* Lead the implementation of the Inclusive Education Flagship initiative of IDA, in close coordination with the IDA task team, IDA Programme Committee
* Coordinate and liaise with relevant external stakeholders to monitor and/ or ensure IDA contribution to inclusive education developments, towards the realisation of SDG 4 in compliance with CRPD Article 24
* Support the development of project orientations, proposals for further phases, ensure timely monitoring and reporting
* Coordinate external expert resources required to support the achievement of Flagship objectives
* Ensure participatory and inclusive methods, optimizing leadership, ownership and learning of IDA members (and their members as relevant)
1. **Provide project support to the IDA Program Unit**
* Support the IDA Programme Manager and Programme Unit with the planning and coordination of the Unit’s activities, optimizing synergies across IDA
* As requested, prepare draft project proposals and concept notes
* Provide occasional operational and programmatic support to IDA members (and as relevant to their members) in the implementation of and reporting on joint projects, with a constant concern for optimizing IDA members’ ownership and capacity growth
* Contribute to IDA Programme Unit priorities as requested
1. EMPLOYMENT SPECIFICATIONS

**Required knowledge, skills and experience:**

* Master’s Degree in Project Management, Disability studies, International Development or equivalent relevant academic background
* At least 3 years of direct experience in project management (including monitoring and evaluation) with an international organization, preferably in low and middle-income countries
* Experience in promoting the rights of persons with disabilities and partnerships with organisations of persons with disabilities
* Experience in collaborative project development, using participatory approaches, and coordinating proposal writing with multiple stakeholders
* Ability to manage a complex workload, to prioritize and meet deadlines
* Technical expertise in at least one of the following areas: inclusive education, inclusive employment, inclusive health, reducing stigma and discrimination
* Very good writing skills and oral communication skills in English
* Demonstrated capacity to train and build capacity of others, solution-oriented
* Strong interpersonal skills, team player, good communication skills
* Willingness to travel (including regularly to the UK) and work occasionally at non-conventional hours

**Desired**

* Experience in promoting disability-inclusive project engineering and international cooperation
* Experience in disability rights advocacy
* Experience of work with DPOs representing underrepresented groups of persons with disabilities such as persons with deafblindness, persons with psychosocial disabilities, persons with intellectual disabilities, indigenous persons with disabilities
* Lived experience of disability
1. **Application Form**
* **Confidential**. All information given on the application will be treated in a confidential manner.
* **Please complete in type only.** Please send the completed application form **by e-mail by Friday 22 February 2019, to** **recruitment@ida-secretariat.org****.**
* Only completed application forms will be accepted. **In addition to this completed form, please attach a copy of your CV.** A confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* Only short-listed applicants will be contacted.

**1. Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**May we use this**?

**E-mail:**

**2. Education**

**General education** (schools from age 16)

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| **Name and address of school** | **From/to** | **Qualifications obtained (level and grade)** |
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**Further/higher education**

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| **Name and address of college/university** | **From/to** | **Full-/part-time** | **Qualifications obtained** |
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**3. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

**4. Membership of technical or professional bodies**

**5. Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

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| **Employer's name and address (please start with current/most recent)** | **From/to(month/year)** | **Position held including brief description of your duties** |
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* 1. **Language skills, including sign language**

**6.1 Reading skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**6.2. Writing skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**6.3. Verbal skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**7. Computer literacy**

**Please indicate your computer knowledge stating all the software programmes you are confident using.**

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

 **9. Supplementary information**

**What is your preferred reading medium? Please circle**:

Ordinary print/digital format

**10. If you were short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence?**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**C.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**

Once completed, please return this form via email to recruitment@ida-secretariat.org indicating in the subject line: **“Job Application: Inclusive Development Project Officer”**. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: Friday 22 February. Any applications received after this date will not be considered.