



## Pan African Network for Persons with Psychosocial Disabilities (PANPPD)

### Vacancy

#### Project Coordinator (9 months)

The Pan African Network of Persons with Psychosocial Disabilities (PANPPD) is the continental membership organization of Organizations of Persons with Disabilities (DPOs) in Africa. As of November 2020, PANPPD membership included national chapters in 10 countries. The PANPPD temporary office is located in Blantyre, Malawi and focuses on regional advocacy, communications and member organizational development and capacity-building activities.

PANPPD has two primary objectives:

- To unify and amplify the voice of persons with psychosocial disabilities, their families and organizations in Africa at national, regional and international levels.
- To strengthen the capacity of organizations of persons with psychosocial disabilities in Africa to promote the rights and inclusion of persons with disabilities and their families.

The PANPPD Program Coordinator reports to the PANPPD Chairperson, and is responsible for organizing, implementing, reporting, monitoring and evaluating the PANPPD annual Program of activities. The Program Director is also responsible for the overall oversight and supervision of programs that are implemented by PANPPD member DPOs and partners in the region and in member countries.

#### Specific Duties and Responsibilities

- Prepare and implement the PANPPD annual project activities.
- Design, implement, and evaluate program activities to strengthen the capacity of DPOs with grants.
- Prepare Memoranda of Understanding (MOUs) between PANPPD and partners to further the objectives of PANPPD.
- Prepare quarterly and end of year project reports for PANPPD's internal purpose, and for donor partner and local authorities, and validate the reports against attached financial reports and other documentation required as per local authorities and donor requirements guidelines.

- Ensure all donor partner and other reporting requirements are prepared and submitted on time and are of high quality.
- Prepare project case studies related to the activities implemented to be submitted each quarter with the reports and/or whenever requested
- Draft contracts for member organisations and partners for the implementation of PANPPD work plan activities.
- Represent PANPPD in different bodies, meetings and events in country or in the region as assigned by the Chairperson in relation to the project
- Undertake such other tasks

### **Job Requirements**

- First degree in Social Work, Developmental Studies, Disability and Human Rights or related field. MA degree an advantage.
- Experience working with persons with disabilities and knowledge of Disability Rights is required.
- At least Five (5) years of demonstrated experience in design, implementation, monitoring and evaluation of projects/programs in one of more sectors.
- Demonstrated knowledge of program design, grant acquisition and management, resource stewardship, and cross functional coordination. Training in project cycle management is highly desirable.
- Language requirement: English, with French highly desirable. Knowledge of International Sign Language an advantage.
- Demonstrated ability to build, develop and foster relationships internally and externally.
- Excellent administrative, communications, negotiation and decision-making skills.
- Able to provide at least three references.

### **How to Apply**

**Persons with Disabilities and Women** are highly encouraged to apply.

All applicants should send their CV, references, with motivation letter to the PANPPD office by **21 January, 2021** via email [katontokasyvester.ks@gmail.com](mailto:katontokasyvester.ks@gmail.com) cc: [rosemutesi11@gmail.com](mailto:rosemutesi11@gmail.com) , [anglestonea@gmail.com](mailto:anglestonea@gmail.com)

Location: Anywhere in Africa

Only shortlisted applicants will be contacted for interview