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| JD TEMPLATE VERSION | September 2019 |
| JD LAST REVIEWED ON | June 2021 |

PMF Template 1.2.1

Job Description

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| Job Title | Project Officer – Disability and Gender  | Reports To | Cluster Team Leader (CTL) | Location | Kapilvastu Cluster |

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| Objective of the job | The job holder is responsible to build the capacity and monitor UMN’s project implementing partners in the technical areas of Disability Inclusive Development (DID), disability rehabilitation, gender equality and Do No Harm (DNH) to achieve UMN’s and the partners’ strategic goals within Kapilvastu cluster.  |
| Areas of Responsibility | Decision Making | Qualification & Experience |
| **General Responsibility** * Ensure the partners are following project compliances, policies, procedures and legal obligations.
* Network, build, maintain and manage relationships with relevant experts, civil society, government and community in order to support and strengthen the work of UMN and partners for the best of community impact,
* Support to cluster team activities to achieve the cluster objectives, and work closely with disability inclusion, cross-cutting and protection team members.
* Facilitate partners in planning, implementation, monitoring and evaluation of their programmes and ensure their timely reporting,
* Regular communication and programme updates with Programme Managers, Advisors, Technical Leads and CTL.

**Technical Responsibility** * Responsible of overall management of Disability Inclusive Development and Local Capacity for Peace (LCP) project at the cluster level with regular coaching and monitoring.
* Oversee overall programme planning, implementation, reporting, monitoring and evaluation of inclusive development, disability rehabilitation and LCP project.
* Build and maintain relationship/ communication with Cluster Team Leader, Programme Manager, team members and Advisors regarding implementation of Community Focused Programme (CFP) assisting of disability inclusive development Project's partners and technical delivery of services.
* Support in capacity building of partner’s staff including Disabled People's Organizations (DPOs) and schools of the working district to work effectively by providing technical expertise in Disability Inclusive Development and LCP Programme.
* Ensure advocacy issues relevant to the disability issues and access to practical education are addressed at all levels in the district.
* Produce project learnings and share it in UMN and beyond in appropriate forums.
* Perform and organize regular informal and formal evaluation of the work of the partners at the cluster,
* Encourage and support to the partners and local networks related to the projects for identifying, enhancing and mobilizing local resources,
* Prepare regular report of the projects (quarterly, annual, visits, trainings, events),
* Assist CTL, Programme Managers and Advisors in preparing regular reports (quarterly, annual, visits, trainings, events), concept nots, proposals, CFP and Detail Implementing Plans (DIP) of the assigned projects.
* Ensure knowledge and best practices related to inclusive development, disability rehabilitation and Do No Harm (DNH)/LCP are captured, well documented and shared between partners, UMN and with others as appropriate.
* Actively continue to build own professional knowledge and skills particularly related to gender, disability, LCP and DNH.
* Ensure UMN cross cutting policies (Climate, Conflict, Disability Inclusion and Gender) and safeguarding concerns are applied within UMN & partners.
 | * Sub-Budget holder
* Contribute to strategic decisions for Disability Inclusion, LCP and cross-cutting concern in the cluster.
* Contribute to cluster and partner decisions related to Disability Inclusive Development Programme, LCP and protection Team, including selection of partners in the cluster
 | * Bachelor’s Degree in Social Science or any relevant discipline with at least 2 years of relevant working experience.
* Basic knowledge of Nepal's disability rehabilitation situation and Community Based Rehabilitation (CBR) practices in Disability Inclusive Development (DID) perspective.
* Knowledge and experience of gender equity, DNH approach in the context of Terai of Nepal.
* Sound knowledge of advocacy and Right Based Approach in relation to disability and gender issues in Nepal
* Have good knowledge in programme planning, budgeting, reporting and developing proposals.
* Experience in working with government agencies such as Rural Municipalities, schools, NGOs and networks of persons with disabilities.
* Excellent language and communication skills both in Nepali and English
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| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Technical Team
* Member of Kapilvastu Cluster Team
* Disability inclusion focal person in Kapilvastu cluster
* Work closely with Programme Managers, Technical Leads, Advisors and CTL
* Being the ‘face of UMN’ at relevant technical forums
 | * Mentoring, coaching, and mobilizing youth for social change.
* Good research skill with ability to quickly make context update and use it in making project related decisions.
* Good persuading, motivating, negotiating, and mediation skills.
* Good computer skill and communication skills in Nepali and English language, both written and verbal, in order to present technical information in an appropriate manner.
* Seeking to model the UMN values and vision
* Social skills necessary to build effective working relationships with a broad range of people.
* Understanding of UMN cross cutting issues
* Understanding of cross-cultural setting
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