

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Officer – Disability Inclusion

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community, Funded by WFP
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	1 (Only women are encouraged to apply)
Salary and benefits	:	Monthly Gross Salary will be BDT. 63286 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

We are looking for an enthusiastic Officer – Disability Inclusion for WFP Funded Skills Development for Self-reliance Project (centre-based training and production). The incumbent must be knowledgeable in their field of expertise and possess solid technical aptitude. Additionally, we expect the position holder to be an excellent communicator, able to explain complex subjects in a clear and interesting way. The goal is to contribute to the development of community people's life to meet the Project needs.

Key responsibilities include (not limited to)

- Support project personnel to mainstream disability during the design/redesign phase including advice on resourcing, data collection and analysis, M&E and appropriate tools, and information
- Support Programmes to mainstream disability as they develop proposals
- Facilitation of disability integration into camp and host community context, provide support for inclusion mainstreaming activities with other like-minded actors
- Ensure integration and collaboration with colleagues undertaking advocacy to achieve strategic objectives and priorities such as improving access to education
- Interact, build and nurture effective working relationships with relevant partners to foster coordination, collaboration and partnership relating to disability inclusion
- Collaboration/strengthening of working groups and local organizations who are working on disability.
- Build an inclusive environment and adhere to organization's Protection policy and standards, stay committed to the organization's vision statement and core values
- Providing technical assistance to Organization offices, network members, partners and 'clients' programme activities to ensure inclusion of people with disabilities, considering the potential for organisational change and inclusive programme development.

- Promote inclusive approaches to ensure full and active participation of persons with disabilities.
- By social and community psychosocial and rehabilitation approaches, assist in building up community and home-based care support.
- Support the development of a case management approach, that includes documenting work/activities in a care plan and setting up effective referral mechanisms or pathways to other service providers.
- Technical disability response, e.g. physiotherapy, occupational therapy, and support for cares.
- Generate quality evidence on the needs and capacities of people with disabilities, for use in research and programme work.
- Coordinate all aspects of the disability inclusion in the Self-Reliance project
- To create, develop and manage the disability strategic directions by the project management & donors.
- To create awareness about law of disability, 2013. Planning and implementation in disability inclusion activity and Advocacy.
- Involve in Capacity building of staff and participants. Advocacy, Networking and Liaison with different stakeholder and strategic partners.
- Share the update project information and receive necessary feedback/suggestion to implement the project effectively.
- Prepare monthly, quarterly and yearly work plan & reports to accomplish the targeted project activities.
- Effective coordination with GO, NGOs, UPs, Donors and relevant stakeholders.

Relationships

Officer – Disability Inclusion will report to Project Manager.

Required Educational Qualification and Experience

- University degree in psychology, or equivalent degree in relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- At least 3 years of experience in humanitarian and/or development organizations

Technical Skills

- Proficiency in the local language will be an advantage.
- Understanding on field operation and camp level programme implementation
- Excellent spoken and written English language skills and the capacity to produce quality reports independently.
- Gender sensitive and familiar with humanitarian principles, Human Rights Based Approach
- Able to take decisions in a timely manner, prioritize and multi-task seamlessly.
- Ability to work under extreme pressure and meet deadlines.
- Team player with experience in multi-cultural and multi-ethnic environments.
- Data management, Proficient with MS office suite

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Saturday, 15 January 2022.** *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*

- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent