

Vacancy Announcement:

The Centre for Disability in Development (CDD) is a not for profit organization established in 1996 to develop a more inclusive society for persons with disabilities. CDD simultaneously builds technical capacities of the development stakeholders and the communities in how to be more inclusive whilst also enabling persons with a disability to participate in society by strengthening their leadership and providing them with essential rehabilitation and other supports.

CDD is one of the most renowned organizations in the field of disability-inclusive development. CDD's work in Bangladesh is supported by international and national donor agencies/development partners. CDD offers an inclusive, amicable, and respectable work environment.

The Ramon Magsaysay Award (Asian version of the Noble prize) has been awarded to its Executive Director in 2010. In 2018, CDD was recognized by the Government of Bangladesh as one of the best organizations working on disability and development issues.

Since November 2017, CDD implementing disability-inclusive humanitarian response for the Rohingyas and Host Communities in Ukhia and Teknaf, Cox's Bazar. The two major components of the program are to provide rehabilitation services (e.g., therapeutic sessions, assistive devices, and home modifications) for people with disabilities in the camps and host communities and strengthening the capacities of the personnel of mainstream humanitarian organizations on disability-inclusive programs and services.

CDD will implement a new project (Sep 2021-Dec 2022) supported by the GIZ and BMZ to strengthen the capacities of the people with disabilities, local state and non-state actors on disability-inclusive development services (including Disability inclusive Disaster Risk Reduction (DiDRR), and Disability inclusive Local Governance) in four Unions of Teknaf and Ramu Subdistricts.

CDD is now accepting applications for **Project Coordinator** of its project titled "Strengthened Capacities of local state and non-state actors on disability-inclusive services in Cox's Bazar."

Title of the Position: Project Coordinator

Job Location: Ramu and Teknaf Cox's Bazar, Bangladesh

Contract Duration: October 2021 to December 2022 (subject to performance and related Approval). A three months performance objectives will be agreed, and on successful achievement of 3-months performance objectives, the contract will be continued.

Contract Type: Full time

Reporting to:

Focal from CDD HQ, under the overall management of the Director and Executive Director of CDD.

Main jobs/functions and key responsibilities:

Project Management Support

1. Develop/regular revise the Detailed Implementation Plan (DIP), monitoring accordingly, and adapt things as needed (i.e., COVID-19 considerations) to implement the project effectively and efficiently.
2. Provide management support to the Project team to implement project activities, maintaining high quality of work.
3. Support Rehabilitation, Capacity Building, and Administration Teams on successful initiation, planning, design, execution, monitoring, controlling and closure of a project.
4. Support team in development of a robust monitoring plan including clear learning opportunities, knowledge products to be captured during the course of project implementation.
5. Support project team in putting beneficiary feedback/ accountability mechanism in place, jointly monitor the system in order to allow voices of beneficiaries being taken into account.
6. Facilitate needs assessment for identifying project strategies and interventions in the evolving context of the project location.
7. Provide strategic support on data gathering and analysis in order to assess project implementation progress, outputs and potential outcomes as well as development of further activities.
8. Ensure that narrative, monitoring, financial and other reporting deadlines are met by the concerned, ensures quality of and submission of reports.
9. Provide related meeting minutes (to CDD HQ) attended within next two working days.

10. Carry out regular monitoring visits and follow up at field for all components of the project and develop clear reports to support documentation of project progress and areas of improvement for project team. Dedicate minimum two day per week for field visits.
11. Monitoring the safety and security issues arising within the project locations with reviewing of safety and security plans as per needs.
12. Work closely with GIZ representative(s) on project planning and implementation.
13. Conducts financial and project management & analysis and produce reports and write-ups on short-notice.
14. Ensures agreed coordination mechanisms are maintained.
15. Work closely with the Finance Team to produce 15 days Budget Variance.
16. Arrange and conduct monthly (1st week of each month) Action Plan and Coordination Meeting with the related team focal.

Team Management

1. Supervise the work of relevant staff as per authority (including development of Key Performance Objectives, clear work plans, support visits and meetings).
2. Manage supported by HR, staff related conflict & crisis.
3. Assist in development of clear Terms of Reference for any technical support visit.
4. Work closely with CDD-HQ and GIZ and its partner organizations offices.

External Representation

1. Regularly participate in relevant partners coordination meetings (NGO Coordination Meeting), sectoral meeting (e.g., Health) to (a) maintain updated and provide updates in sectoral areas where CDD/GIZ are working and (b) influence the sector/working group/organizations (e.g., DRR, Livelihood) to be more inclusive.
2. To identify appropriate opportunities to make government and nongovernment organizations' programs and services inclusive within the scope of the project.
3. Meet with project partners concerning project implementation status, any potential challenges/change of plans and future opportunities.

4. Attend meetings with Government offices and personnel at different level including office of the DC, RRRC, Civil Surgeon, Union Councils, Upazilla Offices, and other offices as relevant.

Professional Development

1. Identify areas for professional development and share with the Focal at CDD-HQ to enable an action plan to improve professional skills.
2. Engage in self-directed learning to grow skills and competencies.
3. Seek feedback and support as necessary to improve skills and achieve objectives.
4. Any other task/s, as delegated by the Focal at CDD-HQ.

Essential knowledge, skills and behaviours required for the position:

Professional Profile and Requirements

Essential:

1. Bachelor/Masters (preferred) in Social Science, Disability Studies, International Development, Humanitarian Assistance, Disaster Risk Management or any other relevant area.
2. Proven experience in development/humanitarian program management, team management and on Disability inclusion in Development or in Humanitarian response.
3. Proven experience working in complex development or humanitarian context.
4. Proven experience working with National NGOs and/or other international stakeholders.
5. Minimum 5 years of proven work experiences in required field.

Personal Profile & Competencies

1. Mentally prepared to work for long hours and if necessary, during holiday, whenever needed.
2. Ability to build the capacity of team members on Disability Inclusion and Management issues.

3. Good cultural awareness and sensitivity
4. Excellent in organizational skills and ability to prioritize tasks under pressure.
5. Networking, communication, relationship building and negotiation skills.
6. Analytical thinking and writing.
7. Drive for continuous professional learning.
8. Adaptive leadership.
9. Personal credibility.
10. Effective Communication
11. Building collaborative relationships
12. Providing motivational support
13. Result orientation
14. Respect for human and cultural diversity
15. Willingness to learn and take on progressive portfolio of responsibilities.
16. Excellent oral and written English and Bangla and capacity to product learning documents and products.
17. Computer literacy (Microsoft Office, internet package)

Salary & Benefits:

- BDT 100,000.00 /per month plus BDT 15,000 accommodation allowance
- Prorata basis festival allowances
- Cellphone bill (fixed/per month)
- Insurance as per organizational agreed coverage
- Two-day weekend (Friday and Saturday)
- Professional development opportunities

Application Instructions and Additional Notes:

- CDD respects all human beings' rights and dignity, including children, women, the older persons, all sex, indigenous community, and persons with disabilities. CDD complies with its child and vulnerable adult safeguarding policy and code of conduct. All staff of CDD must sign and adhere to this code of conduct.

- CDD encourages persons with disabilities, people from indigenous communities, and women meeting the selection criteria to apply for this position.
- Candidates with the required profile and proven experience, who meet the required qualifications, are invited to submit their application by September 27, 2021 in English mentioning the Job Title along with a meaningful Cover Letter, updated CV, recent PP size photograph, last drawn salary by e-mail to: **cdd.jobs.cox@gmail.com**