

# Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340

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## Vacancy Announcement

### **Inclusive Education Facilitator**

#### **Job Context:**

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.

CDD Office is now accepting applications for the Project of "Ensuring the overall well-being and resilience of Rohingya and host community in a protected environment where children can learn and thrive" **Supported by AHP.**

#### **Position Name:**

**Inclusive Education Facilitator**

**Job Location:** Ukhiya, Cox's Bazar, Bangladesh

**Contract Duration:** Upto December 2023, high possibility to extend (subject to Fund availability and NGO Affairs Bureau Approval).

**Contract Type:** Full time

**Contract Start:** As soon as possible

#### **Reporting to:**

Head of Accountant and Finance and be responsible to the Focal – Rohingya Response, under the overall management of the Director and Executive Director of CDD.

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## Main Tasks:

- Design and adapt curriculum materials to make them accessible and suitable for students with disabilities.
- Collaborate with teachers to create and implement IEPs, setting specific goals, reasonable accommodations, and modifications for students with disabilities or special requirements.
- Provide guidance, resources, and coaching to teachers in implementing inclusive teaching strategies and practices in their classrooms.
- Ensure fair and appropriate assessment methods for all students, including identifying assessment, reasonable accommodations, or any other alternative assessment approaches.
- Work closely with teachers, parents, special education professionals, and other stakeholders to facilitate a collaborative and supportive educational environment.
- Advocate for the rights and needs of students with disabilities and persons with disabilities, ensuring they receive the necessary services and accommodations.
- Engage in continuous learning and provide training and workshops to teachers and staff on inclusive education best practices.
- Assist in developing and implementing behaviour intervention plans with a focus on positive behaviour support strategies.
- Identify the need or requirement for assistive devices and rehabilitation services to enhance students' learning, communication, and mobility.
- Collect and analyse student progress data, using it to inform educational decisions and interventions.
- Build relationships with parents and the community, seeking input and support while fostering an understanding of inclusive education.
- Cultivate a school culture that values diversity and inclusion, ensuring a welcoming and respectful atmosphere for all students.
- Ensure compliance with all relevant laws and regulations of the education sector regarding inclusive education.
- Mediate conflicts that arise within the educational setting, striving for solutions that benefit all students.
- Identify technical deficiencies, challenges, and strengths within the targeted educational facilities, and propose practical solutions and capacity-building initiatives to address these issues effectively.
- Oversee and evaluate the operations of selected educational facilities to ensure they meet quality standards, operate efficiently, and respond appropriately to identified needs. Promptly report any concerns or issues.
- Regularly participate in meetings with local authoritative stakeholders, including Camp Coordination Meetings at CiC offices, Upazila Coordination Meetings, etc., to foster collaboration and align project objectives with broader community goals.

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- Maintain ongoing and open communication with CiC as needed to ensure smooth coordination, information sharing, and prompt problem-solving.
- Lead monthly discussions on case studies, highlighting gaps, challenges, and proposed solutions, facilitating knowledge sharing and continuous improvement among project team members.
- Engage actively in capacity development sessions organized by Cox's Bazar Education Sector. Disseminate the acquired knowledge and insights among the project team members for enhanced performance and effectiveness

## **Safeguarding:**

- Attend safeguarding trainings and refresher sessions;
- Be vigilant to notice safeguarding issues when conducting monitoring visits or in routine work

## **Required qualifications, competences and experience**

- B.Sc in Education, B.Sc in Occupational Therapist, Special Education, Social Science or a related field have experience to work in disability inclusion or in inclusive education (Master's degree preferred).
- Computer operation: Skills on MS word, Excel and power point
- At least 2 - 3 years' experience in Education Sector in a National or International NGO, preferably in an emergency setting.

## **Personal Profile & Competencies**

- Mentally prepared to work for long hours and if necessary during holiday, considering the humanitarian setting.
- Knowledge of the context in the Cox's Bazar Rohingya and refugee response.
- Excellent in time management and has to take on multi-tasks.
- Networking, communication, relationship building and negotiation skills.
- Understanding of disability
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Proven presentation, training and facilitation skills
- Ability to work diligently both independently and in a team setting
- Knowledge about own leadership skills/profile
- Analytical and forward thinking
- Building collaborative relationships
- Providing motivational support
- Result orientation
- Knowledge of humanitarian system

## **Salary & Benefits:**

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- BDT 66,500.00 (all-inclusive)/per month
- Prorata basis festival allowances
- Insurance as per organizational agreed coverage
- Two-day weekend (Friday and Saturday)

CDD respects rights and dignity of all human beings including children, women, 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 highly encourages qualified women and persons with disabilities meeting the selection criteria to apply for this position.

Candidates with the required profile and proven experience, who meet these qualifications, are invited to submit their application with updated CV, recent PP size photograph

Early submission is strongly encouraged as application collection and selection process will go simultaneously

**Last Date of Application: 25 September 2023**

Only short-listed candidates will be contacted. All applications will be treated according to the merit and with strict confidentiality. Any form of persuasion in the selection process will automatically disqualify the candidacy. CDD is an equal opportunity employer.