



Program Officer Permanent Contract/Full-Time



CBM Global Disability Inclusion

Bangladesh Country Office

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Web site: www.cbm-global.org

Recruitment Pack

CBM Global

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We're deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

The Role

Program Officer (Permanent/Full-Time)

Reports to:

Program Manager

Job Overview

The purpose of the role of Program Officer (PO) is to facilitate all aspects of Project Portfolio management and implementation, quality assurance of implementation processes, plans and budgets, project results, donor reporting, performance management and accountability, in line with all compliance requirements, of CBMG's approach, policies and procedures. The PO would also monitor high quality and impactful programmes are delivered upholding rights-based approach.

Based: The PO will be based in Dhaka, Bangladesh. She/he will travel frequently (25% of time) to monitor and support the projects located in different geographical location/districts of Bangladesh.

Hours: Full-time

Salary range: Competitive

Responsibilities and Duties (this is summary of the role and not limited to perform):

Coordination: Lead to ensure strong coordination with Implementing partners, Member Team (MT) and/or donors and for smooth implementation of project activities. It also includes coordination with different internal departments in the Country Office.

Project development: Support the project development process by engaging in idea/concept generation, partnership assessment, project design jointly with CBMG secretariate, Member Teams, technical teams, project partners, consultants, colleagues and government stakeholders who are connected to the respective project development.

Project Delivery: Ensure project outcomes as quality results required by the program. Develop annual workplan and budget and implement project schedule within set budgets and scope. Provide a key co-ordination and implementation role, ensuring project management standards are followed and deadlines met.

Budgeting: Manage project financial budgets and targets, providing accurate and timely information on expenditure (periodic i.e. monthly, quarterly and annually) and supports partners in implementing the project and ensures the efficient utilization of budget as per annual implementation plan. Plan and coordinate financial reviews/ assessment of partners in consultation with the finance and respective departments. PO will manage and monitor the project budget utilization and its effectiveness. She/he will assist the finance section in the evaluation of financial statement and accounts abstract and in the preparation of accounts

checklists of project. The candidate also needs to ensure timely submission of quarterly reports.

Communications: Build effective working relationships with project stakeholders, engaging them at each project implementation stage and ensure effective communications at all levels. Ensure organisational communications about project progress and outcomes on timely manner. Anticipate project risks and issues, communicating them to stakeholders, taking action to resolve them. Co-ordinate and provide reports as required on projects for internal and external stakeholders.

Documentation: Establish proper documentation system for projects with the support of partners so that case stories, good practices, learnings and qualitative achievements of the projects can be generated and captured on regular basis.

Project Management Planning, Monitoring & Evaluation: Support partner to conduct baseline, mid-term and evaluation of projects following CBMGs policies and processes. Support planning, advocacy and inclusive development as required particularly on project implementation and documentation. Support partner to develop inclusive knowledge and audio-visual materials

Reporting: Review periodic project reports to ensure project activities and expenditures are on track and in line with reporting guideline and milestone. Upload all relevant information and reports into global online. Immediate response to donor and MTs to meet their queries and/or requirements.

Capacity Building: Identify needs and support to organise training and capacity building for partners and OPDs related to project management and thematic aspects. She/he would contribute to develop training materials and train the partners on different disability and development aspects as and when appropriate.

Representation: Supports to plan and organize workshops/ trainings in a time bound manner and represent CBMG at conferences, workshops and seminars when assigned. Also, in collaboration with partners, represent CBMG before different govt. officials and their local representatives.

Championing Change: Inspire enthusiasm, momentum and commitment for outcomes.

Safeguarding: Focuses on self-awareness and behaviour regulation according to the organization policy. Promote safeguarding, gender equality and "Go green" aspect while implementing project activities.

Key outcomes expected from this role

1. Projects are implemented as per project proposal and budget with quality and in a timely manner.
2. Strong demonstration of disability inclusion and rights-based approach in program implementation.
3. Commitment to strengthen OPD engagement by building capacity.
4. Strong experience in partnership management; maintain and uphold effective and professional relationships with partners, donors, and other

stakeholders.

5. Make informed decision and regularly update relevant colleagues on important issues.
6. Maintain strong coordination and communication with member team, technical team and country team.
7. Promote and follow learning, adaptive and team approaches with the partners, within the organization and at individual levels.

Person Specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

CBM Global welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience and knowledge

- At least 4-5 years of working experience in the social development sector in managing projects with sound knowledge on monitoring and evaluation.
- Proven track record in report writing, MEAL, evidence generation and documentation.
- 2-3 years' working Experience in Disability focused NGOs, INGO, multi-lateral agency or international agencies and/or any other NGOs/INGOs having involvement with their disability focus program.
- knowledge of disability and related issues and global developments & cross cutting issues
- Experience in planning, implementation, monitoring and financial management in the development sector.

Skills/competencies/personal qualities:

- Abide by and display CBM core values in all aspects of work
- Flexible and adoptable approach to work demands
- Ability to work in teams and collaborate with staff at all levels
- Willingness to learn, change and adapt
- Well organized with the ability to multitask
- Good communication skills in English and Bangla (oral & written)
- Excellent computer literacy with a profound knowledge of Microsoft Office applications such as Word, Excel & PowerPoint.

Core Competencies

- Establishing focus
- Managing performance
- Interpersonal effectiveness
- Building collaborative relationships
- Analytical thinking

- Technical expertise
- Result orientation
- Thoroughness
- Business acumen

Qualifications, training, and education:

- Graduate/Post Graduate degree in Social Science / Development Studies/ Development Management/ Disaster Risk Reduction/ Disaster Management/ Climate Change/ Rehabilitation studies/ Occupational therapy/ Physiotherapy/ Eye health/ Psychology/ Institute of Education and Research and/or any other relevant subject suitable with the above requirement.
- Diploma and/or training in disability inclusion or equivalent is desirable*.

Employee Benefits

- We offer a flexible and **working from home culture**.
- As part of its commitment to its work with people with disabilities, CBM Global aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information



Shortlisting and Interviews

CBM Global is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Application will be reviewed on a rolling basis; suitable applicants are requested to apply as early as possible. If we find suitable candidates before the closing date of the advertisement, CBM Global has the right to close the recruitment and selection process at any time and date.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM Global is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of

each individual. CBM Global aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

How to apply

More information about CBM Global Disability Inclusion can be found by visiting the CBM Global website: www.cbm-global.org

Closing date: 09 November 2024

Please:

1. Use this link to apply: [Apply Link](#)
2. Prepare your CV/Resume in English please (Maximum of 4 pages), as you will need to upload it into our ATS system.
3. Download and complete the Application Form in English please, as you will need to upload it into our ATS system.
4. No email applications will be considered. If you have any problems with the system, please redirect them to our email address recruitment@cbm-global.org with the following format: *(Family Name First Name, Program Officer, Bangladesh)*

We also welcome informal enquiries, which should also be sent to the above email address.