



## **Disability Inclusive Disaster Risk Management Manager Permanent/Full-Time**



### **CBM Global**

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[www.cbm-global.org](http://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**

### **Disability Inclusive Disaster Risk Management Manager**

Permanent contract /Full-Time

#### **Reports to:**

Country Director

#### **Job Overview**

The post holder is responsible for development of Disability Inclusive Disaster Risk Management plan - DRM (DRR, Climate change adaptation, Humanitarian response and resilience building) in line with the existing country strategy plan and oversees its implementation in highest risk geographies in Bangladesh. The position holder is accountable for implementing DiDRM Action components in line with the CBM Global Programme Strategy, the CBM Global Disaster Risk Management Framework, Economic empowerment and sustainable livelihoods Framework, and in close collaboration and coordination with relevant Thematic teams, Member teams, and partners. As a member of the CBM Global Country Programme team, success requires close collaboration to secure support and ensure a holistic and consistent approach to disaster risk management that takes a proactive role in the effective delivery of DiDRM projects, across all three vehicles of change detailed in the organisation's programmatic strategy. S/he will support partners to achieve highest quality standards, in line with our Programme Quality Framework and will develop and nurture effective and authentic partnerships in line with our Approach to Partnership. S/he will engage in appropriate coordination forums, networks to promote disability inclusive disaster risk management and will be responsible for developing strategic partnerships to support the implementation of the plan. S/he will promote strong capacity in project design, proposal development, effective project implementation, monitoring, evaluation and learning within CBM Global DiDRM activities. The role will support effective collaboration among the Country Office staff, partners, in-country stakeholders, Thematic Teams and Member teams and other departments within CBM Global. Key areas will be around Inclusive Disaster Prevention, Mitigation, Preparedness, climate change adaptation, humanitarian action and Resilience building efforts.

**Based:** We welcome applications from those with the right to work in Bangladesh. Bangladesh. This position is based in Dhaka, Bangladesh (With frequent visits to Cox's Bazar and other operational areas along with full flexibility to be deployed in any emergency context)

**Hours:** Full-time.

**Salary range:** The salary offered will be competitive, dependent on skills and experience. We offer a national contract.

## **Responsibilities and Duties**

### **Strategic Support and Leadership:**

1. In collaboration with Country Director, lead the development of the DRM plan based on the existing country strategy plan (CSP).
2. Support CSP review process by analyzing existing DRM work, humanitarian strategy and preparedness plan, a deeper situation analysis, including an overview of the humanitarian architecture, national/District level policies and guidelines, disaster scenarios/context analysis and stakeholder mapping of the sector.
3. Provide recommendations on strategic partnerships for DRR, CCA, HA engagement in identified high-risk geographies (for climate and other hazard risks<sup>1</sup>) and ensure an integrated programming approach to DRM engagement in these geographies as per the Country Strategy Plan.
4. Monitor on-going important risks including climate risk and present risk analysis and outlook for pre-positioning CBM Global along with strategic partners ahead of time.
5. Develop team agreements and with pre-position CBM Global in strategic consortia to promote disability inclusion within identified funding cycles and donor engagement.
6. Support other Country Team members to better understand disaster risks and embark of adaptive programming.
7. Review and update the action plan for the “readiness for response” road map within the DRM plan and align with CBM Global’s overall approach to readiness for response and the Country Operational Plan.
8. Engage with identified OPDs and mainstream DRM partners using innovative approaches to implement, monitor and review the plan on regular basis. Conduct annual learning reflection to document practices, keep the readiness aspects up to speed.
9. In the event of a new emergency, provide strategic oversight for response operation, gather timely information, prepare sitreps and make recommendations on humanitarian response engagement possibilities through convening humanitarian management team meeting.
10. Ensure support to inclusive monitoring, implementation, learning and evaluation of CBM Global humanitarian response activations as per the DRM framework.
11. Contribute to identifying in country funding opportunities for DRM activities.
12. Represent CBM Global in appropriate coordination and networking forums in country and proactively engage with identified UN clusters, humanitarian, DRR and climate networks and platforms with the objective to influence and promote disability inclusive DRM.
13. Ensure effective and smooth coordination with the CBM Global Member Team, Technical Team, and partner organizations following three-wheel communication.
14. Lead the DRM team including the Rohingya Response team of CBMG Bangladesh, clearly articulate a compelling vision and direction for the DRM team and inspire and guide the team towards achieving the organizational visions.

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<sup>1</sup> Use Inform Index and other national socio-economic/human development indicators to inform this choice. It is a good practice to inform this choice with existing programmatic investments, any potential gaps in provision of services during the period of review.

## **Capacity strengthening and knowledge management**

1. Identify the capacity development requirements of partners including organisations of persons with disabilities in disability inclusive Disaster Risk Management and ensure required capacity strengthening support including trainings, peer exchanges, webinars, clinics.
2. Contribute to partner DRM assessments and establish a monitoring mechanism to measure the impact of partner capacity building initiatives.
3. Support partners to participate in regular trainings and refresher exercises provided either by CBM Global or jointly with other humanitarian organisations on relevant standards and tools (e.g. Core Humanitarian Standard on Quality and Accountability (CHS), Humanitarian Inclusion Standards for Older People and People with Disabilities (HIS), IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action, etc., Inclusive Early Warning and Early Action checklist and guidelines, promoting disability inclusion in Sendai framework for Disaster Risk Reduction)
4. Contribute towards collective learning within CBM Global through structured documentation of approaches, good practices and lessons learned on disability inclusion in Disaster Risk Management, and dissemination of these learnings within country of placement and other countries through CBM Global DRM community of Practice.
5. As member of CBM Global DRM Community Of Practice, actively contribute to identified global work streams by bringing relevant evidence from community programmes.
6. Provide competency based technical support (remote and on site) to other CBM Global countries as per request from CBM Global DRM unit and in discussion with and approval from the line manager.

## **Safeguarding Responsibilities**

### **Knowledge**

Understands the incident management framework and their first responder role in recording, responding and reporting incidents.

Understands the survivor-centred approach and how to apply it when receiving a complaint or responding to an incident. Knows local support services available in the community or region, and how to engage them.

### **Skills**

Able to listen and accurately document reported concerns and complaints. Able to respect the confidentiality of safeguarding allegations. Able to appropriately apply the survivor-centred approach.

### **Behaviours**

Treats the survivor and others involved in an incident with dignity and respect. Be assertive in implementing the initial incident response protocols by gaining the trust and cooperation of parties involved.

## **Key outcomes expected from this role:**

## **Disability Inclusion Disaster Risk Management Project Management Oversight**

1. Act as technical support/backstop on Inclusive DRR, CCA, Disaster Preparedness, Humanitarian Response and Post Disaster Resilience building efforts for partner OPDs and mainstream organizations, taking a systems approach that incorporates inclusion in policies, approaches and practices.
2. Identifies current and emerging risk factors, their underlying causes, actions that could help reduce the impacts of future hazards, including service delivery analysis on assessment and response to protection requirements.
3. Support OPDs and partner organisations to facilitate community consultations aimed at establishing locally owned action plans for capacity building to strengthen the community-based disaster risk reduction governance mechanisms and processes which support communities resilience building.
4. Support OPDs and partners to establishes a road map to community resilience and link the DiDRM resilience to food security, climate smart livelihoods using inclusive market systems approach.
5. Support OPDs to participate in DiDRM coordination and collaboration platforms at national/sub national level and within established consortia.
6. Ensures timely and quality programmatic reporting and submission on CBM Global's DRM interventions of Bangladesh to the Member Team and donors with the support of the Global technical Team.
7. Build a high-performing and efficient team through management, technical support, coaching and monitoring.

## **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**

- Minimum of seven (7) years of proven professional experience in DRR, Climate Change Adaptation (CCA), emergency preparedness, response and humanitarian programme management and oversight including (natural disasters, refugee/internal displacement contexts, conflicts, etc.).
- Solid experience in social inclusion gained at field level, preferably in disability inclusion.
- At least five (5) years of experience in partnership management, including international, national and Organizations with persons with disability (OPD) partners' capacity strengthening on disability inclusion in DRR, climate change adaptation and humanitarian action through formal capacity assessment, trainings, mentorship, support visits, facilitating peer exchange/learning among partners.
- Proven experience of working with variety of stakeholders including UN, INGOs, government, donor agencies, sectors, clusters and Inter-Sectoral Coordination Group coordination etc.

- Experience in strategic planning and management of large and complex DRM projects and budgets.
- Demonstrated experience in strategic oversight, coaching and capacity building of program staff, and working with diverse teams.
- Demonstrated knowledge and experience of practical application of the Sphere standards and their foundational documents (the Humanitarian Charter, the Protection Principles, and the Core Humanitarian Standard, Humanitarian Inclusion Standards, IASC guidelines for inclusion of persons with disabilities in humanitarian action).
- Knowledge of the local humanitarian context especially Rohingya response activities and related emerging trends, including policy developments and national, regional and global levels.

### **Desirable**

- Understanding of disability inclusion and related legal frameworks and standards, especially with regards to Disability Inclusive Disaster Risk Management. \*
- Experience in mainstreaming gender, age and disability in DRM. \*
- Experience of humanitarian cash, social protection and early recovery including livelihoods an asset. \*
- Familiarity and practical experience with DRM MEAL frameworks. \*

### **Skills/competencies/personal qualities:**

- **Language Proficiency**
  - English (professional proficiency)
  - Bangla (native)
- **Core Values**
  - Commitment
  - Diversity and Inclusion
  - Integrity
- **Core Competencies**
  - Communication
  - Drive for Result
  - Working with People
- **Functional Competencies**
  - Analysing
  - Deciding and Initiating Action
  - Formulating Strategies and Concepts
  - Leading and Supervising
  - Persuading and Influencing
  - Relating and Networking

### **Qualifications:**

- University degree in Disaster Risk Management/humanitarian/development studies, social sciences, geography or related field.

## **Employee Benefits**

- We offer flexibility and working from home arrangements.
- As part of our commitment with inclusion, CBM Global aims to encourage applications from 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.

Applications will be reviewed on a rolling basis. Advertisements will end if a qualified applicant has been found for the post.

## **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.

## **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

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**More information about CBM Global Disability Inclusion** can be found by visiting the CBM Global website: [www.cbm-global.org](http://www.cbm-global.org)

**Closing date:** Applications will be reviewed on a rolling basis. Advertisements will end if a qualified applicant has been found for the post.

Please:

1. Use this link: [Click Here](#) to apply.
2. Prepare your CV in English please, 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](mailto:recruitment@cbm-global.org) with the following format: *Family Name First Name: (**Disability Inclusive Disaster Risk Management Manager, Bangladesh**)*.

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