

**Programme Officer - DiDRM
2 Years - Fixed Term Contract
Full-Time**



CBM Global

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CBM Global Disability Inclusion Vereniging - Dutch Chamber of
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www.cbm-global.org

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

Programme Officer - DiDRM

2 years - Fixed term contract. Full-Time.

Reports to:

The Programme Officer (DiDRM) will report to the Programme Manager (DiDRM)

Job Overview

The Programme Officer (DiDRM) will play a key role in ensuring the successful design, implementation, and monitoring of projects related to Disability Inclusion, Disaster Risk Reduction (DRR), Livelihoods, Humanitarian Operations, and Mental Health and Psychosocial Support (MHPSS).

The position will support CBM Global's mission to promote inclusive development and humanitarian response, ensuring that people with disabilities are meaningfully involved in all aspects of programming.

Based: Cox's Bazar, Bangladesh

Hours: Full-time, Fixed term

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

Responsibilities and Duties

- Support the planning, implementation, and monitoring of disability-inclusive DRR, livelihood, humanitarian, and MHPSS initiatives in line with CBM Global's strategic objectives.
- Work closely with partners, government agencies, and community stakeholders to promote disability inclusion in disaster preparedness and response.
- Ensure projects are in alignment with national and global frameworks (e.g., Sendai Framework for DRR, UNCRPD, Sphere Standards, IASC Guidelines on Inclusion of Persons with Disabilities).
- Provide technical support and capacity building to partners on disability-inclusive programming, DRR strategies, and MHPSS interventions.
- Monitor project implementation, ensuring timely and quality delivery, and support the development of progress reports, case studies, and lessons learned.
- Facilitate the integration of livelihood strategies into DRR and humanitarian response initiatives to enhance economic resilience for people with disabilities.
- Engage in advocacy efforts with local authorities and international organizations to strengthen policies on disability-inclusive DRR and humanitarian response.

- Support in project proposal development, donor reporting, and resource mobilization.
- Ensure compliance with safeguarding principles and CBM Global's values throughout the programme cycle.
- Participate in joint field visits alongside partner agencies. Provide on-the-job support and conduct monitoring activities to ensure the successful integration of disability inclusion practices.
- Provide technical support to develop accessible and inclusive IEC materials.
- Provide technical support to organizations to collect, analyze, and report disability-disaggregated data to better understand the needs and preferences of people with disabilities.
- Maintain regular coordination with implementing Partners to know about the challenges people with disabilities face to access services, develop joint solutions, and share information on referrals.
- Share best practices and lessons learned with peers and stakeholders
- Technical guidance to the partners to manage budget allocations for disability inclusion activities, ensuring cost-effective use of resources.

Safeguarding Responsibilities

Focuses on self-awareness and behaviour regulation, observing and reporting others' behaviour, training.

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

1. Effective implementation of DRM projects, ensuring inclusivity for persons with disabilities.
2. Strengthened community resilience through disaster preparedness

initiatives.

3. Regular and accurate monitoring, evaluation, and reporting of project progress.
4. Strong partnerships established with government agencies, NGOs, and community organizations.
5. Increased awareness and advocacy for inclusive disaster risk reduction policies.
6. Compliance with CBM Global policies and donor requirements.

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 5 years of experience in programme management, preferably in disability inclusion, DRR, livelihoods, humanitarian operations, or MHPSS.
- Proven experience in working with people with disabilities, OPDs (Organizations of People with Disabilities), and other community-based organizations.
- Strong understanding of inclusive DRR frameworks, humanitarian law, principal standards, Cash-based interventions on emergency response, and livelihood development strategies.
- Experience in capacity building and training for local partners and stakeholders.
- Familiarity with monitoring, evaluation, accountability, and learning (MEAL) tools in development and humanitarian contexts.
- Knowledge of national policies and international conventions related to disability inclusion, DRR, and humanitarian response.

Skills/competencies/personal qualities

- Strong project management and problem-solving skills.
- Excellent communication and coordination skills with diverse stakeholders.
- Ability to work independently and in cross-functional teams.
- Strong analytical and report-writing skills.

Qualifications, training, and education

- A Master's or Bachelor's degree in Social Sciences, Disability Studies, Development Studies, Disaster Risk Management, Public Health, or a related field.
- Additional training or certification in DRR, humanitarian response, or MHPSS is highly desirable.
- Proficiency in English and Bengali (spoken and written) is required.
- Strong computer literacy, including MS Office and data management tools.

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.

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

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

Closing date: 10th April 2025

Please:

1. Use this link:
<http://cbmglobal.peoplehr.net/Pages/JobBoard/Opening.aspx?v=23560a1d-1d01-4e8f-a14e-68cef6338b7d> 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 with the following format: *Family Name First Name: **(Programme Officer (DiDRM), Bangladesh)***.

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