

Job Description

Disability Inclusion Advisor (DRR & Humanitarian Lead)

cbm New Zealand

July 2020

Position Title: Disability Inclusion Advisor (DRR & Humanitarian Lead)

Reports to: International Programmes Director

Role: Fixed term for one year with possibility to renew for a further two years, initially.

Functional

Relationships: **cbm** staff, Pacific region partners; Cbm-Global office holders; cbm partner worldwide.

Location: Primary base: **cbm** New Zealand Office: 112B Bush Rd, Albany, Auckland. Travel required (when restrictions lifted).

Hours: 32 – 40 hours per week, be agreement

DATE: July 2020

cbm New Zealand is a member of CBM Global - an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. Based on its Christian values and over 100 years of professional experience, **cbm** addresses poverty as a cause, and a consequence of disability. We work in partnership to create an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

In addition to field programmes on various development and humanitarian areas such as eye health, rehabilitation and education, **cbm** also engages with mainstream development agencies to amplify their disability inclusion and impact on areas such as humanitarian action, livelihoods and education. With a systemic approach **cbm** works towards breaking the cycle of poverty and disability.

- **cbm** New Zealand is an inclusive, equal opportunity employer
- We welcome applications from those with disabilities.
- **cbm** operates from a Christian kaupapa.

Purpose of Role:

The **Disability Inclusion Advisor (DRR/Humanitarian Lead)** will have a particular focus on strengthening disability inclusion in the International Development sector (principally DRR/Humanitarian) in New Zealand, primarily leading the portfolio of work around **cbm**'s programme 'Disability Inclusion for Pacific Humanitarian Action'. This includes potential partnerships with the INGO sector for advisory opportunities and engagement with Organisations of Persons with Disabilities (OPDs) in the countries where we have programmes.

Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks
1. Provide disability inclusion advice and capacity development to stakeholders, including (but not limited to) a particular focus on the DRR/ Humanitarian portfolio	<ul style="list-style-type: none"> • Assist stakeholders to assess their organisational disability inclusive development capacity • Strengthen the disability inclusive development capacity of partner organisations through the provision of training, as well as ongoing capacity development. • Provide specific advice on disability inclusion within DRR/Humanitarian programs. • Develop specific resources for partners as needed, including handouts, articles and training packages. • Contribute to monitoring, evaluation and learning activities relating to disability inclusive development and humanitarian practice in line with CBM New Zealand strategy.
2. Work with and alongside OPDs and people with disabilities in the provision of advisory support on disability inclusive development, including (but not only limited to) a focus on the DRR/Humanitarian Sector.	<ul style="list-style-type: none"> • Develop and maintain effective partnerships and collaborations with OPDs which focus on two-way learning. • Advocate for the role of people with disabilities and OPDs in all in country work. • Broker effective relationships between development partners and OPDs as appropriate • Where appropriate, contribute to the capacity strengthening of OPDs to enable them to more effectively influence development partners for disability inclusive development and humanitarian practice
3. Contributes to the development and dissemination of an evidence base for disability inclusion	<ul style="list-style-type: none"> • Support partners in the documentation of case studies, best practices and lessons learned, and the planning and implementation of research. • Provide disability inclusive development advice to research projects in areas of expertise, • Contribute to a resource library of tools, publications and research from area(s) of expertise. • Contribute to dissemination of information to key stakeholders.

4. Partnership and contract management on DRR/Humanitarian, particularly as a technical lead for the programmes portfolio with the Pacific Disability Forum	<ul style="list-style-type: none"> • Identify new work opportunities, which lead to new contracts/partnerships/activities in line with organisational and departmental strategy and priorities, includes a leading role for developing funding proposals for the NZ Disaster Response Partnership Programme of MFAT. • Represent cbm and the issue of disability inclusive development in relevant stakeholder groups, with a particular focus strengthening relationships in the CID-Humanitarian Network, and NZ OPDs. • Globally, be the contact point of cbm NZ at the Emergency Response Unit and the Inclusion Advisory Group of CBM Global. • Oversee high value and/or significant partnerships/contracts with external partners in the DRR and Humanitarian sector largely independently,
5. Teamwork and administration	<ul style="list-style-type: none"> • Participate in, contribute to and, when agreed, lead team meetings • Engage in individual meetings with manager, and management team meetings when required • Participation in team peer review processes • Undertake administrative tasks as required, including work-planning, timesheeting, KPI tracking etc. • Contribute to and participate in wider organisational initiatives and events, representing the inclusive development department and leading by example
6. Management team support	<ul style="list-style-type: none"> • Contribute to departmental strategy in reflexion meetings and KPIs, • Lead and contribute to broader monitoring, evaluation and learning • Oversee and progress key advisory contracts and pieces of work allocated with the NZ NGO sector on development and humanitarian fields • Oversee management portfolio tasks that require additional decision making and risk management, such as managing relationships and contracts in coordination with the Programmes teams

KEY COMPETENCIES OF ROLE
Knowledge and experience in disaster risk reduction and humanitarian action with understanding of international development, human rights, policy, disability, and a specific sectoral area; e.g. education, water, sanitation and hygiene, governance, humanitarian response, etc.
Extensive experience or willingness to learn about design, implementation, monitoring and evaluation of rights based, disability inclusive development programs and policies
Ability to work in a multilingual and culturally diverse environments with strong cross cultural communication skills
Excellent writing skills and the ability to contribute to monitoring, evaluation and learning activities
Excellent communication skills, including the ability to adapt pitch, style and content of messages for different audiences, and to communicate in an inclusive manner
Excellent interpersonal skills with ability to develop and maintain networks of communication with a range of stakeholders in developing and developed country contexts.
Demonstrated training and capacity development skills and experience
Ability to work as a member of a team, as well as the ability to work in a self-directed manner
Excellent computer skills including MS Office and preferably literature database packages (Endnote or similar)

Available to undertake international travel (up to 25%) in approximately 1-2 week blocks in the future, once travel restrictions are lifted. Any trips longer than this would be mutually agreed between the advisor and management team.
Fluency in English.
Commitment to CBM's mission and values.
A willingness to contribute to the growth and development of CBM and its work.