**Disability Inclusive Development through Community Based Inclusive Development Program**

**Job Description**

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| **Job Title:** Community Based Inclusive Development (CBID) Team Leader | **Report to:** Community Based Inclusive Development (CBID) Program Coordinator | **Location:** Siddhicharan Municipality/Chisankhugadhi Rural Municipality |
| **Main Job Responsibilities:**The post holder is responsible to design and implement the CBID project’s activities through the regular planning and monitoring of CBID projects to ensure the quality of the project at the assigned Municapility/RM. S/he has to oversee and contribute to the projects in the community for the close coordination and liaison with the respective RM’s governing authorities’ team and Disabled People’s Organizations (DPOs). |
| **Areas of Responsibilities:** | **Decision Making:** | **Qualification & Experience:** |
| 1. **Implementation Responsibilities:**
* Provide the line management support to municipality/RM based staff -Community Facilitators and Social Mobilisers and recommend to the CBID Program Coordinator for the further motivation according to the OCH rules and regulations.
* Ensure that the RM’s staff have prepared well field visit plans and provide monitoring supports to them to ensure the well track of the project activities having recorded and applied the better learning as well as best practices.
* Enhance coordinate, linkages and advocacy with local stakeholders and ensure the CBID program activities are incorporated in local planning process and encourage ward/RM block grant on PWD related activities.
* Enhance effective utilization of available local resources for PWD, their families and CWD.
* Work closely with MEAL Officer, physiotherapy officer and Finance staff to track progress and expenses of project fund on timely manner.
* Prepare the project’s plans, budgets and reports (quarterly, annual and periodic) of the RM and implement them as expected standard. Similarly assist to the CBID Program Coordinator in these areas for the whole CBID project work.
* Perform any other duties assigned by the line manager and CBID advisor.
1. **Technical Responsibilities:**
* Conduct and support to the municipality/RM’s staff to conduct various trainings, workshops, awareness and advocacy events in the municipality/ RM.
* Ensure the community groups, committees, networks are formed, strengthened as project's goal and are sustained with enough capacity within the assigned Municipality/ RM.
* Advocate in the Municipality/RM to the all the stakeholders- government and non-government on the disability issues for the better-quality life of the PwD.
* Supportive supervision to enhance the ability/ capacity of the subordinates and field team on disability and CBID, management, technical enhancement through training, coaching, mentoring, and monitoring.
* Coordinate and work closely with CBID Advisor, MEL Officer and Physiotherapist to ensure the quality of the project work.
* Provide assistance and support to the CBID Program Coordinator for all the technical plan and management of the project work.
 | * Primary decision making on CBID Field level budgeted activities.
* Continue Municipality/RM and ward level staff and social mobilize mobilized.

**Dimensions:*** Member of CBID program internal management team.
* Closely with CBID Program coordinator and physiotherapy advisor.
* Engage in Municipality/RM /ward level disability committee meeting represent from CBID program or OCH.
 | * Bachelor degree in Social Science or Rural Development or any related field with 3 years of relevant work experience in CBID and disability rehabilitation work or in Inclusive Development work with related trainings
* Preference will be given to the potential person with disabilities or close family member of PwD.
* Willingness and ability to work remote areas and challenging environment.

**Skills, Attitudes and Behaviors:*** Coaching and mentoring skills
* Capacity building and trainings facilitation skills
* Ability to empathies with and understand the situation of PWD and their families.
* Seeking to model on UMN vision and values.
* Ability to work with diverse communities in the project location.
* Good communication skills with Nepali and English language, (both in written and verbal)
* Good computer skills on generate report and work on word, Excel, power point.
* Flexible in terms of work time, work activity, setting priorities and travel according to need.
* Willing to learn and create learning environment for empowering others and developing their strengths.
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**Prepared by: Date:**

**Reviewed by: Date:**

**Approved by: Date:**