

## **National Federation of the Disabled Nepal**

**Date: 18<sup>th</sup> July 2019**

### **Vacancy Announcement**

National Federation of the Disabled Nepal (NFDN) is the national umbrella organization of persons with disabilities representing more than 330 member organizations throughout the country. NFDN has been working for promoting the rights of persons with disabilities by contributing for disability inclusive development, ensuring representation of persons with disabilities in decision making process, capacity building of Disabled Peoples' Organizations (DPOs) and other stakeholders, implementation of CRPD and disability specific national legal frameworks and awareness raising on disability rights. As the representative of most marginalized community NFDN is recognized as the pioneer and facilitator for bringing disability related policies and laws in Nepal.

NFDN announces this open call to hire a qualified and competent staff for the following positions in the project "Include Us" supported by CBM and requests the interested eligible candidates to apply according to the given details and guidelines.

### **A. Name of Position: Project Coordinator**

**Number of staff needed: 1**

**Duty Station:** NFDN's federal office Katmandu with frequent visit project implementing provinces and municipalities.

#### **Required Qualification:**

- At least Master's Degree from renowned university in Humanity and Social Science (disability study preferred)
- Having Nepali Citizenship.

#### **Required Experience**

- At least four years of working experience in the disability rights sectors in the leading position.
- Good experience of advocacy, capacity building of DPOs and their mobilization at local level.
- Sound experience of working with federal and province level government on the issues of persons with disabilities (such as policy advocacy, capacity building, accessibility and access to justice)
- Sound experience of working with different impairment groups

#### **Required Knowledge**

- Proven knowledge on disability rights, rights based approach, gender issues and disability inclusive development, Accessibility and Access to Justice.

- Knowledge on the Convention on the Rights of Persons with Disabilities (CRPD), Sustainable Development Goals and other regional policies and strategies on disability rights.
- Well informed about the human rights approach of disability, disability rights movement of Nepal and its dynamic
- General information about National Federation of the Disabled Nepal and its interventions
- Good knowledge and information about national policies and legal frameworks on disability, disability specific entitlements and government mechanisms established to address the disability issues.
- Knowledge on monitoring and evaluation and program designing

### **Required Skills**

- Sound skills and knowledge of operating basic computer office packages (MS Word, MS Excel and MS Power-point) with good skills of handling internet, email and social media.
- Good communication skills (written and verbal both) in English and Nepali.
- Good skills in coordination, team play and rapport building with diverse stakeholders such as government, DPOs, CBOs and other community groups.
- Sound skills on program planning, implementation, monitoring, reporting and documentation
- Good skills on developing various tools for reporting, data collection, case study, monitoring and data management.
- Good skills for reporting by using given tools and format
- Good training skills on the various issues of disabilities with special focus to advocacy, access to justice and accessibility.

### **Key Duties and Responsibilities**

- Lead the day to day implementation of the project as the key focal person in coordination with admin manager, working committee, project related task forces and province committees of NFDN
- Develop detail implementation plan of the project and carry out the activities accordingly
- Develop various reporting, monitoring and data collection tools and apply it
- Monitor the activities of province based project staff and mobilize them in the province and municipality focused project activities.
- Collect periodic reports and project related data and information from province and federal level and prepare report to submit partners and relevant agencies of organization.
- Submit different periodic reports to partners, line manager of organization and government agencies.
- Coordinate with different government and non-government stakeholders to ensure and increase their engagement and contribution in the project activities
- Provide (or coordinate for) training and orientations on disability rights, access to justice, accessibility and other issues to DPOs and other stakeholders targeted by the project.

## **B. Name of Position: Province Advocacy Coordinator**

**Number of Staff: Three (3)** ( One for Province 1, One for Gandaki Province, One for Karnali Province)

### **Duty Stations:**

NFDN's Province 1 office, Biratnagar – 1 person

NFDN's Gandaki Province office, Pokhara – 1 Person

NFDN's Karnali Province office, Birendranagar, Surkhet – 1 Person

### **Required Qualification:**

- At least Bachelor degree from renowned university in Humanity, Social Science or Management (disability study preferred)
- Having Nepali Citizenship

### **Required Experience**

- At least two years of professional working experience in the sector of disability rights promotion in province level with a proven experience of activism on the rights of marginalized community.
- Good experience of advocacy work, coordination with local and provincial government authorities.
- Sound experience of working with various disabled peoples' organizations or group of people with disabilities at community level.
- Good experience of working with different impairment groups at province level.

### **Required Knowledge**

- Good knowledge about advocacy, rights of persons with disabilities, problems that person with disabilities are facing at local level.
- Knowledge on the Convention on the Rights of Persons with Disabilities (CRPD) and Sustainable Development Goals.
- Well informed about the human rights and DPOs' movement of Nepal and its dynamic
- General information about National Federation of the Disabled Nepal and its interventions
- Good knowledge and information about national policies and legal frameworks on disability, disability specific entitlements.
- Well informed about the province level disability specific laws, policies and services that the province government has been providing to the persons with disabilities.

### **Required Skills**

- Sound skills and knowledge of operating basic computer office packages (MS Word, MS Excel and MS Power-point) with good skills of handling internet, email and social media.
- Good verbal communication skills in English and Nepali.

- Good presentation skills in Nepali
- Good skills in coordination, team play and rapport building with diverse stakeholders such as government, DPOs, CBOs at community and province level.
- Good skills on activity planning and coordination, implementation, reporting and documentation
- Good skills for reporting by using given tools and format.
- Basic training facilitating skills on the various issues of disabilities with special focus to advocacy, access to justice and accessibility.

### **Key Duties and Responsibilities**

- Lead the day to day implementation of the project related activities allocated to the province as the key focal person in coordination with province program officer, working committee, project related task forces.
- Develop detail implementation plan of the activity allocated to province in the close consultation and guidance of national project coordinator.
- Carry out the planned activities at province level and selected municipalities.
- Prepare periodic reports and collect activity related data and information from province and project implementing municipalities under the supervision of national project coordinator.
- Submit different periodic reports to NFDN federal office and province working committee when needed.
- Coordinate and support to the province level project related task forces or committee and province working committee to develop advocacy strategy, plan and to implement it.
- Coordinate with different government and non-government stakeholders to ensure and increase their engagement and contribution in the project activities.
- Conduct, facilitate and support to implement various trainings, orientations and awareness programs at province level.

### **C. Name of Position: Knowledge Management Officer**

**Number of Staff: 1**

**Duty Station: NFDN federal office Kathmandu with frequent field visit in project implementing province and municipalities.**

#### **Required Qualification:**

- At least Master Degree from renowned university in Humanity, Social Science or Management Having Nepali Citizenship

#### **Required Experience**

- At least two years of professional working experience in documentation and knowledge management.

- Good Experience of writing case stories, documentation of qualitative and quantitative data from the project implementing field.
- Experience of data classification, analysis and presentation

### **Required Knowledge**

- Good knowledge about human rights instruments, issues and rights of persons with disabilities.
- Good knowledge on the process of documentation (audio, visual, print etc.) of activities, outputs, results, impacts.
- General information about National Federation of the Disabled Nepal and its interventions
- Good knowledge on the diversity of disability and its dynamic.
- Knowledge on accessible or alternative documentation process.

### **Required Skills**

- Sound skills and knowledge of operating basic computer office packages (MS Word, MS Excel and MS Power-point) with good skills of handling internet, email and social media.
- Good verbal communication skills in English and Nepali.
- Good writing and presentation skills in English and Nepali
- Good skills report writing and designing formats and tools for the data collection.
- Good skills on handling cameras (still and movie) and capturing data.

### **Key Duties and Responsibilities**

- Lead the day to day documentation of the various activities of the projects and organization
- Develop detail document plan and implement it in the coordination with project/program focal persons and advocacy groups.
- Develop documentation tools and techniques when needed.
- Collect all project and program related data and information of organization, organize, classify and store it and analyze and present when needed.
- Document the outputs, outcomes and impact of various projects in qualitative and quantitative forms.
- Make case stories, prepare different periodic reports for the organizations in the close consultation and guidance of Admin Manager.
- Manage NFDN website, write content to upload in web site and upload it.
- Manage the library of NFDN

### **How to Apply**

Interested candidates has to do as said following to apply

- a) Download the short form by clicking here and fill it out electronically.
- b) Write an application letter in English.

- c) Submit the **Application Letter**, completed **Short Form** attaching your **latest CV** in the email address [vacancy@nfdn.org.np](mailto:vacancy@nfdn.org.np)
- d) Last date for submission: August 2, 2019

Note: Any application submitted without mentioning the **name of person, position to apply, province office to apply** and **crossing the deadline** will be disqualified.

***Qualified and Competent persons with disabilities, women, dalit and persons from other marginalized community will be given special privilege.***