

Job Description

Organisation : National Centre for Promotion of Employment of Disabled People is a cross-disability non-profit organisation working with a range of stakeholders; to advocate for the rights of persons with disability along with encouraging their employment; increasing public awareness; creating and disseminating knowledge, information, and opportunities; and working towards easy and convenient access to all public places, products, services, and technologies.

Location: New Delhi

Department: NCPEDP-Javed Abidi Fellowship on Disability

Job Title: Program Manager

Objective: The Program Manager will be responsible for coordinating and reporting of the programme deliverables of the three year fellowship wherein, the selected fellows from various parts of the country will be trained, mentored and enabled to gain on ground experience, for conducting evidence based advocacy on disability rights and issues. Thus, the executive will aid in planning, organizing, networking with individuals and institutions, reporting and supporting necessary activities during the aforementioned period.

Duties and Responsibilities

- Planning and management of Trainings and workshops for selected fellows at regular intervals
- Coordination of mentoring sessions with experts/mentors in a streamlined manner
- Documentation and reporting of programme activities and development of fellows during the tenure and assignment of stipend as per their progress.
- Documentation and Reporting support to fellows in coordination with Executive Director.
- Relationship management with mentors and partnering institutions for fellows to gain valuable on-ground experience.
- Supporting fellows in conducting successful campaigns with the stakeholders.
- Guiding fellows critically towards evidence based and rights based advocacy.

Knowledge, Skills and Abilities

- Progressive outlook towards persons with disabilities and gender neutrality
- Understanding of social issues, community mobilisation and disability/human rights
- Strong communication skills and working knowledge of English and Hindi
- Agile attitude for exploring alternative options for achieving programme deliverables
- Working knowledge of MS Office and Google Suite
- Basic understanding of research methodologies.
- Flexible to travel and join immediately

Education and Experience

- Graduation/Post Graduation in Social Works(MSW/BSW)/ Rural Development or similar academic courses aligned to social development.
- Minimum of four years of experience in the development sector. Preference for candidates having prior experience in disability rights and issues and research based documentation.
- Prior experience of working with alumni/ incubation/ fellowship programme will be an added advantage.

Working Conditions

- Reporting to Executive Director
- Adaptable to work from home/office/travel as per requirement
- Five days a week, contributing at least 40 work hours and additional days whenever required; like during major activities/events
- Adept at managing and deciding on priorities and stressful scenarios arising from unforeseen circumstances.

Selection Process

- The candidates are required to send an email with subject line - Application_Position Name_ Applicant Full Name, attaching their updated resume, letter of intent towards the fellowship programme and writing samples(if available). The candidates can gain further understanding of organisation and programme at our website [National Centre for Promotion of Employment for Disabled People – Empowering Through Inclusion \(ncpedp.org\)](http://ncpedp.org)
- The email body will contain 1. Present Location: 2. Present CTC 3. Expected CTC:
- The candidates will undergo a personal interview with NCPEDP post receiving their applications on a date communicated formally.
- The last date to apply is June 17, 2022 and the applications have to be emailed at secretariat.ncpedp@gmail.com

Disclaimers

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.