



The Pacific Disability Forum (PDF) is a regional peak body that works in partnership with Disabled Persons Organisations in the Pacific region. Our aim is to build the capacity of these organisations and improve the lives of persons with disabilities in the Pacific through advocacy.

## COMMUNITY BASED INCLUSIVE DEVELOPMENT (CBID) OFFICER

*An exciting opportunity now exists for a well-qualified and experienced individual to join the Pacific Disability Forum as its CBID Officer*

The Pacific Disability Forum is seeking a suitably qualified and experienced candidate for the position of Community Based Inclusive Development (CBID) Officer. The CBID Officer is responsible for assisting with the successful coordination, implementation, monitoring, evaluation and reporting of PDF's programme activities and objectives relating to **community based inclusive development, Pacific accessibility blueprint, and assistive products regional program**. The role is also responsible for managing working relationships with PDF stakeholders and monitoring specific projects related to these three strategic priorities. The person will report directly to the Team Leader, Programs.

You will also be responsible for successfully driving the following critical outcomes for the organisation:

- **Coordination and support to the Pacific CBID Network and its Committee**
- **Effective programme planning, monitoring, evaluation and learning environment is maintained**
- **Manage stakeholder relationships through advocacy, relevant public relations materials and ensure the visibility and reputation of CBID stakeholders is maintained at a high level at all times domestically, regionally and internationally**
- **Ensure timely programme reporting through the provision of relevant and accurate information to all stakeholders, programme funding allocation and provision of accurate quarterly reports to Team Leader- Programs**
- **Provide leadership in the technical work for the Pacific accessibility blueprint through reviewing of similar regional initiatives.**
- **Development, validation and rollout of the Pacific accessibility blueprint, development of the terms of reference, identification of accessibility standards, including supervision, consultation and development of guidelines for national enforcement mechanisms**
- **Assistive products and technology are supported and strengthened**

The person we seek will have a minimum of 5 years' experience in a similar role. A Degree in Humanities/Social Sciences, Disability Studies, and community development will be an added advantage.

The applicant must possess the following:

- **At least a diploma in Humanities/Social Sciences, Disability Studies, and community development or related field.**
- **Proven programme planning experience at managerial level, ability to work on multiple projects, facilitation skills and team player.**
- **Proficient in Microsoft Office including Excel and PowerPoint**
- **Excellent interpersonal, verbal and written communication skills**



**How to Apply:** Email a cover Letter and CV including the names and contact details of 3 professional referees, with the subject 'CBID Officer- Pacific Disability Forum' to [jobs@maxumisefiji.com](mailto:jobs@maxumisefiji.com) OR Apply Online: [app.hrmonise.com/job/pdf/PO](http://app.hrmonise.com/job/pdf/PO). For more information, contact Ravuama Buadromo: +679 330 3137, [ravu@maxumise.com](mailto:ravu@maxumise.com)

**Closing Date: 6 July 2019**