JOB DESCRIPTION – PROGRAMS ASSISTANT

Background:

Transforming Communities for Inclusion ("TCI") is a global Organisation of persons with psychosocial disabilities [an OPD]. TCI forecasts a future in which all human rights and full freedoms of persons with psychosocial disabilities are realized. TCI contributes to the realization of the CRPD by elaborating on the pedagogy and the practice of Article 19 of the CRPD (Right to Living Independently and being included in Communities). TCI advocates for the practice of Inclusion and dream to see it manifest in all national policies and laws of the world. Since 2013, TCI, had a vision for creating a movement for the inclusion of persons with psychosocial disabilities in the Asia pacific and beyond the Asia Pacific region. It is presently in the 'regional-going-global' phase. TCI empowers national organizations and builds organizations of persons with psychosocial disabilities at the national level through fellowships, microgrants DPO support grants and country missions.

Desired start date: *As soon as possible*
Location of position: *Islamabad, Pakistan*
Last date to apply: *April 10, 2022*

Core Responsibilities

1. *Assist the programs team and TCI secretariat in implementing the program activities by supporting in communications, coordination, and planning*

2. *Support the secretariat in communications and follow ups with the TCI members during the program activities*

3. *Maintaining calendars and checklists to ensure program compliances as per set standards and requirements*

4. *Support with social media handling and promotional IEC materials to assist with inclusion campaigns of TCI*

5. *Support TCI secretariat and programs team in development and implementation of workplans, yearly, monthly and weekly.*

6. *Support TCI secretariat and programs team with timely communication with TCI members for timely and quality reporting*

7. *Support program partners in the preparation of draft budgets and forecasts for their activities and grants*

8. *Support the programs team with logistical arrangements and events management for national and international engagements*

9. *Maintaining project data, documentation and maintaining the projects library to support reporting and donor compliance*

Employment Specifications - Required knowledge, skills and experience:

- ✓ *Bachelor or Master Degree in humanities studies, disability studies, development studies, project management or economics*

- ✓ *At least 1-2 years of work experience in the relevant field and have experience of working in development organization preferably in low- and middle-income countries.*

- ✓ *Ability to manage workload and meet deadlines*

- ✓ *Very good writing skills and oral communication skills in English language*

- ✓ *Strong interpersonal skills, team player, and good communication skills*

- ✓ *Willingness to travel nationally and internationally as when and where required. Also, must have ability to work at non-conventional hours*

- ✓ *Desired to work for disability inclusive development and inclusion of persons with psychosocial disabilities*

- ✓ *Having lived experience of psychosocial disability will be a plus*

You are requested to complete this application form and send us back to *tciasia.secretariat@gmail.com* by email, before **April 10, 2022**. You are also requested to attach your CV in addition to this application form. You will be contacted for interview only if you are shortlisted.

Applicant Profile

Full Name: _____

Age: _____   Contact Number: _____

Gender: _____   Email Address: _____

Current Address: _____

Do you consider yourself as a person with disability?   ☐ Yes   ☐ No

If yes, please specify: _____

Please mention how do you meet the employment requirements and specifications. Please note, your response should not exceed from 500 words.

_____

List your educational qualifications below:

_____

List your present and previous employments below:

_____

Languages and Skills

Rate your English reading skills out of 10:   /10

Rate your English writing skills out of 10:   /10

Rate your English-speaking skills out of 10:   /10

Mention your computer language skills including software's you are confident using

1. _____
2. _____
3. _____
4. _____
5. _____

List any two references

1

Name: _____

Designation: _____

Organization: _____

Contact: _____

Relation: _____

2

Name: _____

Designation: _____

Organization: _____

Contact: _____

Relation: _____