



## **Project Manager** **Fixed Term Contract – 1 year/Part-Time**



### **CBM Global**

Dr.-Werner-Freyberg-Str. 7, 69514 Laudenbach, Germany

CBM Global Disability Inclusion Vereniging - Dutch Chamber of  
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[www.cbm-global.org](http://www.cbm-global.org)

**Recruitment Pack**

## CBM Global

**Our Vision:** an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

**Our Mission:** fighting to end the cycle of poverty and disability.

**Our Values:**

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We're deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

## **The Role**

### **Project Manager**

**Fixed term contract for 12 months/Full-Time**

#### **Reports to:**

The *Project Manager* will report to the CBM Global Lao PDR Country Director with dotted-line reporting to Member Associations

#### **Job Overview**

The Project Manager is responsible for the management and implementation of CBID Project in line with the CBM Global's Strategy, Laos Country Strategy and within the CBM Global's Programme Quality Framework and through appropriate Programme Management systems.

This position is responsible to oversee the project cycle management, partnership, partner capacity building with OPDs and local stakeholders, project budget, communications, reporting and monitoring and evaluation. S/he will act as a focal person for project implementation with donor, stakeholders, and partners on behalf of CBM Global.

The CBID project is funded by the New Zealand's Ministry of Foreign Affairs and Trade through their partnership with CBM New Zealand and co investment from private donors from CBM Global Member teams New Zealand and Switzerland. A key role of this position is to manage the relationship with the Member Organisations, CBM New Zealand that is the lead MA for this project, to support managing donor requirements, reporting and partner support for implementation and capacity development. The Project Manager is expected to undertake fieldwork to support the frontline staff of the partner. Good verbal and written communication skills, English proficiency as well as cultural appropriateness with different groups will be expected. Experience on international development is a competency required. Experience delivering training is desirable. Knowledge of Lao or Khmu Language will be helpful.

**Based:** We welcome applications from those with the right to work in Lao PDR. This position is based in Vientiane Capital, Lao PDR (with flexibility to travel quarterly at least)

**Hours:** Full-time, 32 – 40 hours per week

**Salary range:** The salary offered will be competitive, dependent on skills and experience. We offer a local contract

### **Responsibilities and Duties**

#### **1. Project Management:**

- a) Lead and coordinate implementation of the project activities, which is a constitutive part of the country strategy, and subsequently manage its execution.

- b) Plan various stages of project implementation and ensure smooth implementation of work plan activities.
- c) Guide implementation of the project and the methods of follow-up.
- d) Liaise with all internal and external counterparts of the project.
- e) Assess the activities undertaken and ensure efficient use of resources.
- f) Ensure that technical quality and standards are considered during project implementation.
- g) Collect technical information and analyse associated opportunities and risks.
- h) Ensure that security procedures are respected by each member of the project team.

## **2. Partnership:**

- a) The Project Manager will be responsible for managing partnerships. S/he will collaborate closely with partners, donor, and other institutions.
- b) Ensure partners and other stakeholders have a clear understanding of project goals, and inspire, support, and motivate them to achieve desired objectives and goals.
- c) Develop, maintain, and strengthen relations with other agencies working in the same geographic area or technical areas.
- d) Participate in technical meetings to ensure visibility amongst local authorities; working groups involving NGOs and UN Agencies and all other inter-governmental institutions; and pass relevant information to the Country Manager.
- e) Establish and maintain positive image and overall credibility of the organisation, notably through the application of CBMG's mandate, and values.
- f) Develop a good working relationship and knowledge of partner portfolio to identify strengths, capacities, needs, and potentials.
- g) Communicate with partners as the first point of contact on behalf of CBM Global.
- h) Identify needs and organise training and capacity building for the partners in coordination with the project manager of partner and CBM Global's country team.
- i) Solicit partner feedback to improve support.

## **3. Grant Management:**

- a) Manage project finances in close coordination with partner's project finance officer and CBM Global's Laos Finance Manager and CBM NZ team.
- b) Guide and supervise project staff.
- c) Prepare and follow work plans with each project member and partner organisation.
- d) Ensure a positive working environment and good team dynamics.
- e) Monitoring and working with partners and relevant stakeholders to identify project risks and ensuring mitigating actions are agreed and implemented in a timely manner.

## **4. Monitoring and Evaluation, Accountability and Learning:**

- a) Oversee the development and management of learning systems and ensure that learning is incorporated across project.
- b) The project manager along with partner's project team will be responsible for monitoring technical quality of program interventions, and accountability.
- c) Identify best practices and lessons learned. Collect stories and information and tools used for project implementation and share as relevant to the country manager and other project team members.

**5. Report Writing:**

- a) Ensure the quality and accuracy of technical information provided as well as the confidentiality of internal information as required.
- b) Project reporting requirements: Set up a clear timeline of reports to be submitted to project donor.
- c) Draft narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- d) Communicate systematically to the Country Manager and other project stakeholders on project progress and planning.

**6. Technical capacity building:**

- a) Ensure capacity building of partner organisation and technical staff in the relevant sectors.
- b) Facilitate to develop capacity building plan of partner and project team which is based on the Partnership Assessment (PA)
- c) Document and share experiences and good practices followed in partners organisations.
- d) Support the development of training materials and train the partners on different aspects disability inclusion when appropriate.
- e) Plan and organize workshops/ trainings in a time bound manner and represent CBM Global at conferences, workshops and seminars when assigned.

**7. Safeguarding:**

- a) Ensure s/he fully understands the provisions of the safeguarding policy, the Code of Conduct, and local procedures.
- b) Responsible for compliance to all aspects of the CBM Global Safeguarding and Prevention of Sexual Exploitation, abuse and harassment policies and associated standards and procedures.

**Key outcomes expected from this role**

1. Project delivered to an exemplary standard, meeting all targets as detailed in the project design.
2. High quality narrative reports submitted on time, meeting the needs of all stakeholders.
3. Problems and challenges that arise in the project identified and addressed promptly, minimising impact upon project achievements.
4. Project learning identified, documented and shared.
5. Project work plans and implementation aligned to CBM Global and Country Office Strategy.
6. Effective collaboration with partners and other stakeholders who engages in project implementation.

## Person Specification

All of the following requirements are **essential**, unless marked with a \* when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

**CBM Global welcomes applicants from diverse backgrounds and people with lived experience of disability.**

### Experience and knowledge

- Minimum 5 years' experience of project management with INGOs
- Demonstrated experience in managing teams effectively
- Strong leadership and coordination and proven experience in coordination and managing relationship with NGOs and government partners
- Experience in disability sector and community development\*

### Skills/competencies/personal qualities

- Practical computer skills (Microsoft word, Excel, PowerPoint and internet);
- Good Communication Skills in English (oral & written);
- Abide by and display CBM Global core values in all aspects of work.
- Flexible approach to work demands.
- Willingness to learn, change and adapt.
- Well organized with the ability to multitask.
- Cultural awareness and sensitivity.
- Self-professional management skill in little supervision
- Proven strong skills in writing narrative reports\*

### Qualifications, training, and education

- Bachelor's degree in management/livelihood related social science, or any other related field.
- Associated degree in relevant field (disability, gender, community development) is an advantage.

## Employee Benefits

- We offer a flexible work culture
- As part of its commitment to its work with people with disabilities, CBM Global aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

## Useful Information

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### Shortlisting and Interviews

CBM Global is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

### Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM Global is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM Global aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

### Employment Checks

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

## How to apply

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**More information about CBM Global Disability Inclusion** can be found by visiting the CBM Global website: [www.cbm-global.org](http://www.cbm-global.org)

**Closing date: 16<sup>th</sup> of December 2022**

Please:

1. Use this link: [Job Openings \(peoplehr.net\)](http://peoplehr.net) to apply
2. Prepare your CV in English please, as you will need to upload it into our ATS system.
3. Download and complete the Application Form in English please, as you will need to upload it into our ATS system.
4. No email applications will be considered. If you have any problems with the system, please redirect them to our email address [recruitment@cbm-global.org](mailto:recruitment@cbm-global.org) with the following format: *Family Name First Name: Project Manager, Lao PDR.*

We also welcome informal enquiries, which should also be sent to the above email address.