

Inclusion International Job announcement - Deinstitutionalisation Project Manager

Deadline for application: December 6th, 2022

Job Title: Project Manager – Deinstitutionalisation
Reporting to: Global advocacy manager of Inclusion International
Hours: full-time, 40 hours per week
Location: Jordan (may require international travel)

Job Summary

The project Manager is responsible for overseeing, monitoring and leading the implementation of the activities led by Inclusion International in the project “Supporting the National Strategy for the Deinstitutionalization of persons with disabilities in Jordan”.

Based in Jordan, the project manager will work closely with his/her counterpart at HI. He will maintain regular and smooth communication between HI team and II team to successfully deliver the project outcomes.

About the project

“Supporting the National Strategy for the Deinstitutionalization of persons with disabilities in Jordan” is a project led by Humanity & Inclusion in partnership with Inclusion International. Its duration is 3 years.

The project aims to *support the implementation of the De-Institutionalisation (DI) strategy by improving the quality and the effectiveness of home-based family services, of community approaches and of daily care centres*. To achieve this goal, the project has two specific objectives:

- To pilot a comprehensive model of DI and prevention of institutionalisation, based on the rights-based approach to disability and inclusion,
- To support the Ministry of Social Development (MOSD) in the implementation of the De-institutionalisation Strategy in line with international commitments and to share good practices and lessons learnt from the pilot de-institutionalisation model at regional and international events

Duties and Responsibilities

- Ensure planning, logistics, and execution of in-country activities.
- Ensure adherence to quality standards for all project activities and deliverables
- Ensure documentation of the DI process, including collection of data, testimonies and the pilot initiatives of the project to inform Inclusion International network,
- Coordinate with Inclusion International Global Advocacy Manager, the Director of Programmes and other staff team involved in the projects activities.
- Contribute to the development of resources and deliverables.
- Participate in the trainings on DI and contribute to other trainings related to the project
- Contribute to documenting the good practices and lessons learnt from the project
- Draft Terms of references, informational resources and other documents as related to project activities.
- Collect project data as requested by Inclusion International and contribute to the maintenance of project management tracking systems.

- Represent Inclusion International in communication with project partners when requested.
- Participate in in-country meetings where Inclusion International is involved
- Draft the narrative reports and contribute to the financial report.
- Translate resources, monitoring tools, and other documents between English and Arabic as needed.
- Contribute to the outreach and partnership building with stakeholders and potential donors in Jordan,
- Report regularly to the Global Advocacy Manager of Inclusion International on project status, progress towards achievement of indicators and outcomes and deliverables.
- Perform additional tasks as requested by Inclusion International.
- Ensure compliance with standards for due diligence, data collection and reporting, and project delivery as defined by the project funder.

Qualifications and experience

Minimum qualifications required to successfully perform the job include:

- Experience in project management
- Experience with international organisations, development work.
- Good knowledge of the Convention on the Rights of persons with disabilities (CRPD) and the Human rights based approach
- Strong communication, interpersonal and team work skills
- Fluency in both written and spoken English and Arabic
- Time management skills and the ability to adhere to deadlines
- Excellent computer skills and comfort with Microsoft Office
- Previous experience working with people with intellectual disabilities an asset.
- Good Knowledge of Deinstitutionalisation and community inclusion is an asset
- Familiarity with Jordanian/Middle East context an asset.

Application process

Interested applicants should send a letter of motivation, CV and relevant work references to: manel@inclusion-international.org.

The deadline to receive applications is **6 December 2022**.

Only selected applicants will be contacted.