

AAAAA / South East Asia programme

REGIONAL DISABILITY INCLUSION SPECIALIST

Creation date / update [13/05/2024] and RHRM validation date [13/05/2024]

NB: The job description complements the standard function description which cannot be modified. It should not exceed one page and should provide details on the context (geographical, operational) and the specific tasks of the post (technical or other expertise). Under no circumstances should it create new tasks/responsibilities.

Contextualisation¹

The South East Asia Program include operations in Cambodia, Laos, Vietnam, Philippines, Myanmar and Thailand. Regional staff are spread across the countries of the region. The first Regional Operational Strategy was approved in March 2021 and the next one will be conceived in late 2025 for the next 5 years (2026-2030). The ongoing strategy aims to improve participation, resilience and quality of life of persons with disabilities and vulnerable groups through the strengthening of inclusive livelihoods, inclusive education, rehabilitation, mine action and Disaster Risk Reduction.

Under the responsibility of the Technical Head of Program for South East Asia, the Field Technical Specialist contributes within the Program where he/she is based to the implementation of the mandate and the strategy of Humanity & Inclusion. He/she ensures optimal quality and impact of the projects implemented in the region, through a delegation system with appropriate control mechanisms. He/she shares with all HI managers the responsibility of a sound management and successful functioning of the global organization, through paradigm changes.

The Disability Inclusion Specialist will be in charge of technical support to project teams, partnerships with Organisations of People with Disabilities (OPDs) and advocacy efforts. Furthermore, the Specialist will take the role of any specialist in the Technical Unit, working on strategic development of the sector and ensure technical quality of all related activities:

- Ensure technical support and technical monitoring of activities
- Develop appropriate technical tools and guidelines in line with the global documentations and in close coordination with the HQ Global Specialists
- Develop the strategy of Disability Inclusion
- Represent HI in any technical forum related to inclusion
- Develop the regional portfolio of inclusion projects and activities

¹ Mandatory for all positions: Geographical and/or Operational Context

Missions / responsibilities²

Mission 1. Expertise

1.1 Contributes to the regional strategies in line with the global strategies

Provides sectorial technical inputs to the STRATOP of the Program and in his sectorial scope, in line with the global STRATECH and ensure relevant follow up

1.2 Ensure technical support to projects in line with the global technical frameworks and standards on his sectorial scope

a. Provide adequate technical guidance and support to Project Managers when relevant (adapt standards to PM's tools, contribute to proposal writing and reporting) in line with strategies, standards and mandatory transversal approaches

b. Ensure adequate support to multi-sector responses within projects, in line with the other Specialists

c. Ensure a local sectorial watch, best practice capture on his sectorial scope

d. Contribute to recruitment and briefing when relevant

1.3 Ensure technical learning from projects

Contribute to projects' capitalization and ensure technical learning from projects in his sectorial scope

1.4 Ensure the control & monitoring of the technical quality and the relevance of HI's activities in the Programmes under his scope

a. Ensure regular technical quality control of projects and programmes and issue warnings and recommendations

b. Monitor the implementation of audit recommendations, if applicable, in his sectorial scope

1.5 Ensure compliance of the technical proposition with nexus stakes

1.6 Contributes to the development of research and innovation projects in the region when relevant, in his sectorial scope

a. Suggest and steer technical innovation projects

b. Identify the priorities of Research and Studies and steer R&S

1.7 Contribute to the Technical Divisions professional channel animation

a. Contribute to the global animation of the professional channels under his sectorial scope coming from the Technical Divisions (community of practice...)

b. Animate a local talent pool in his sectorial scope (carry out technical interviews of candidates and produce recommendations, identify the needs regarding trainings)

² To be completed only if: combined function descriptions for SS (e.g. specify the tasks/responsibilities that Mr X will carry out in the function of Accountant and Finance Officer) or technical specifications for an operational or technical position (e.g. Project Manager Atlas Logistics/Inclusion Specialist)

Mission 2. Influence and Advocacy

2.1: Contribute to the local external prestige and influence of HI's expertise in the sectorial scope

- a. Represent the technical expertise of HI throughout the local relevant networks
- b. Contribute to advocacy on specific themes in line with the global advocacy priorities
- c. Contribute to communication messages locally in line with the global communication priorities

2.2: Design and steer the advocacy strategy of the regional programme towards national and regional policy changes

- a. Support the Regional Programme Director and THOP in the preparation and monitoring of the components of the regional programme Operational Strategy relating to advocacy
- b. Together with the regional and country project teams, identify key issues emerging from HI operations that would require advocacy for policy changes
- c. Lead the design and implementation of coordinated advocacy strategies and action plans at regional and national levels, in collaboration with the project teams (and the HI Advocacy Project Specialists if any), and the relevant local partners, and ensure they are properly implemented
- d. Carry out and constantly update a stakeholder mapping and power analysis to identify key advocacy targets and allies

2.3: Contribute to the implementation of the regional advocacy strategy

- Lead or contribute to the preparation of advocacy tools for regional and national advocacy as per the action plans (reports, briefing papers, talking points, medias/social media tools), in support of project teams where relevant
 - Ensure that the programme produces reliable and consistent data for the national and regional advocacy as needed
- Engage in relevant fora, networks and coalitions or with key partners at national or regional levels to feed the analyses and promote HI positions, in coordination with the project teams; identify opportunities for collective advocacy initiatives, and collaborate with the AIR team as relevant
- Build and maintain contacts with key decision makers at national and regional levels, in relation to the regional programme advocacy topics, through the rganiation of regular meetings, exchanges and events at national and regional levels
- Inform and provide support to key operational staff and national partners on HI advocacy activities
- Support partners to build or reinforce their links with relevant national, regional and international networks
- Evaluate, mobilise and organise the internal and external resources needed for advocacy activities
- Manage the programme social media and press relations
- Regularly share internally information on the regional programme activities, including on advocacy, by feeding HI internal communication platforms

Mission 3: Partnerships

3.1: Contribute to the development of partnerships at national level

- a. Working closely with Country Managers, advise on strategic partnerships with OPDs
- b. Support Country Offices to identify and engage OPDs and OPD networks

c. Support coordinated advocacy efforts with local networks

3.2: Lead the development of regional partnerships

- a. Engage with relevant regional bodies and forums on disability inclusion
- b. Establish connections with regional OPD networks and
- c. Identify & develop local partnerships and/or consortium with NGOs, Institutions, Companies on technical priorities or important topics in the region under his sectorial scope

Mission 4. Business development

Contribute to the development of major opportunities or new projects in the region with the sectorial scope

- a. Contributes to the context analysis in his sectorial scope
- b. Contributes to the design and writing of new projects in the region
- c. Identify & transform major opportunities in the region under his scope
- d. Contributes to the conception of major projects (multiple countries, one theme) or of new projects in the region

This job description is a part of function description of [Field Technical Specialist](#)

Professional skills

Skill following function description of [Field Technical Specialist](#)

Professional Technical Skill:

	Knows	Practices	Proficient	Expert
Professional Capacity Building			√	
Disability, Gender and Age norms, practices		√		
Support to partners and communities			√	
Inclusive Change processes			√	
Design and management of advocacy			√	
Networking and alliance building			√	
Communication and events for advocacy			√	

Shared sector skills:

	Knows	Practices	Proficient	Expert
Intervention strategy – Field Project			√	
Public relations / representation / internal-external communication - Global Program			√	
Learning lessons from experience and continuous learning – MEAL			√	
Project Evaluation – MEAL			√	

Strategic analysis - Institutional Partnerships		✓		
Safe Programming: Risk Management - Protection			✓	
Norms, legal frameworks, references related to disability – Inclusion			✓	
Operational partnerships – Field Project		✓		

Emergency preparedness and response skills

	Knows	Practices	Proficient	Expert
Emergency response			✓	
Humanitarian monitoring and Emergency Preparedness			✓	

Cross-sector skills

	Knows	Practices	Proficient	Expert
Frameworks and references			✓	
Office and collaborative tools			✓	
Stress management		✓		
Collaborating in a global organization			✓	

Language skills

	A1	A2	B1	B2	C1	C2
Local Language of one of the countries within the region					✓	
English					✓	

HI encourages female candidates and people with disabilities to apply

Other skills³

Qualification:

Master's degree in Occupational Therapy, Physical Therapy, Human Rights, Political Science, Social Policy, Education, Law or Inclusion related field

³ To be completed only for profiles with a technical skill that does not appear in the function description

Experience:

- Experience working with people with disabilities in a developing country
- Experience in technical positions related to Inclusion
- Experience working closely in partnership with international development agencies, non-governmental organizations, and other collaborators/ stakeholders

Personal qualities:

- Demonstrated problem solving, communication, and advocacy skills
- Good interpersonal, communication, coordination and networking skills
- Flexibility and ability to handle multiple tasks simultaneously
- Strong oral and written communications skills in English
- Ability to work in a fast-paced environment and meet deadlines under pressure