

Consultancy Description

Position Title: Assistant
Reports to: Program Officer – Pacific Island Countries
Position Classification: Consultant

General Summary

The main objective of this consultancy is to provide personal, logistical, and administrative assistance to the Disability Rights Fund’s Program Officer (PO) for the Pacific Island Countries (PICs), who is based in Samoa.

About the Disability Rights Fund and the Disability Rights Advocacy Fund

The Disability Rights Fund (DRF) is a grantmaking collaborative between donors and the global disability rights community that empowers persons with disabilities to advocate for equal rights and full participation in society. We resource organizations led by persons with disabilities, primarily in Africa, Asia, the Pacific Islands, and the Caribbean, that are leading efforts to secure rights for all. The Disability Rights Advocacy Fund (DRAF) is DRF’s sister organization, supporting advocacy for legislative change. The Funds – which are based on a participatory grantmaking model - make modest grants to Disabled Persons’ Organizations (DPOs) in the developing world to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs).

Essential Duties and Responsibilities:

Personal & Logistical Support to the Program Officer for PICs (30-40%)

- Provide support to the Program Officer (PO) for PICs to attend meetings and events. This will include:
 - a. Assisting the PO to conduct site visits and Grantee Convenings in the region
 - b. Supporting the PO to organize and prepare delegations traveling to Geneva for advocacy opportunities
 - c. Accompanying the PO to attend the Conference of States Parties (COSP) in New York, travel to DRF staff meetings and retreats abroad, and participate in other national, regional, and international events
 - d. Ensuring that accessibility needs are met while traveling and participating in meetings and events
- Other personal and logistical support tasks, as assigned by the PO.

Administrative Assistance to the Program Officer for PICs (60-70%)

- As requested by the PO, assist with administrative functions, which may include:
 - a. Typing, formatting and/or organizing documents
 - b. Scanning documents presented in hard copy and transcribing documents not translatable by screen readers
 - c. Monitoring and sharing relevant media coverage or developments
 - d. Addressing communication challenges (connectivity, etc)
- Other administrative tasks, as assigned by the PO.

Preferred Experience

- 1-2 years of experience providing personal assistance to persons with disabilities
- 1-2 years of experience in a logistical or administrative support role
- Experience in human rights or disability rights work

Knowledge, Skills, and Abilities

- Supportive team player who thrives in a collaborative work environment
- Strong administrative and organizational skills; the ability to manage time efficiently
- Computer proficiency (Word, Excel, Outlook, PowerPoint); willingness to learn additional applications (and accessible technologies) as necessary
- Demonstrated ability to work well in a multi-cultural environment with diverse populations from around the world
- Willingness to travel, including in the PICs region and internationally

Compensation

This is a consultant position that may be part or full time. Consulting fees will be commensurate with experience and agreed work schedule.

How to Apply

Please email a cover letter, resume, and contact information for 3 references to jobs@disabilityrightsfund.org, with your name and “Assistant – PICs” in the subject line. This position is open until filled.