



Disability Rights Fund Seeks Pacific Islands Program Officer

The Program Officer is an exciting position working closely with the disability rights movement in Pacific Islands countries (PICs). The Program Officer will help support the grantmaking of the Disability Rights Fund and the Disability Rights Advocacy Fund in the Pacific Islands region (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu), as part of a wider international team.

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 is DRF's sister organization, supporting advocacy for legislative change. The Funds - which are based on a participatory grantmaking model - make modest grants (USD \$5,000-50,000 annually) 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

- Serve as a liaison between DRF/DRAF and prospective grantees from the Pacific Islands to help answer questions, support the application process, and build relationships, including through organizing and participating in outreach meetings, site visits, and Grantee Convenings.
- Liaise with the DRF/DRAF Program Director and Pacific Islands grantees to ensure that projects are progressing smoothly and to provide needed support and oversight to all grantees.
- Maintain regular communication with Pacific Islands grantees to provide oversight and support and to monitor project implementation and progress.
- Review grant proposals and conduct financial, risk and strategic analyses of proposals and applicant organizations from the Pacific Islands.
- Prepare concise written analyses of grant proposals and funding recommendations for the Grantmaking and Board Committees comprised of advisors and donors.
- Work closely with grants management staff on grants administration for all grantees in the Pacific Islands.
- Review and analyze grantee reports and communications for M&E purposes, to identify technical assistance priorities, and for PR purposes.
- With the Program Director and Technical Assistance Coordinator (and in consultation with grantees), identify organizational, strategic, and

movement-building support and find ways to provide or recommend support, helpful resources and contacts with other experts, as appropriate.

- Work with the Program Director and Technical Assistance Coordinator to provide technical support to PICs grantees on specific issues relating to CRPD and SDG advocacy, including legislative, policy and budgetary reform, human rights and SDG monitoring, and other aspects of DRF project implementation.
- Report on grantee achievements quarterly as part of our M&E system.
- Organize and implement Grantee Convenings and site visits.
- Ensure that the Pacific Islands Regional Strategy is implemented, assessed and revised as needed.
- Support communications by reporting on and documenting grantee achievements and disability rights news in the Pacific Islands region
- Liaise with key partners in the Pacific working on disability issues (Pacific Disability Forum, Regional Rights Response Team, Pacific Island Forum Secretariat, donors and others).

Education and/or Experience

- Bachelor's degree in relevant field (development, disability studies), or equivalent with minimum 2 years of relevant experience; advanced degree desired.
- Preference will be given to candidates from the nonprofit sector, ideally with experience at foundations

Knowledge, Skills, and Abilities

- Knowledge of human rights and development in the Pacific region with preferred knowledge of disability rights issues
- Knowledge of civil society and human rights movements in the Pacific region, non-profit/NGO sector, including the disability community
- Knowledge of the international human rights system, including (preferred) the UN Convention on the Rights of Persons with Disabilities
- Knowledge of development frameworks in the region and the Sustainable Development Goals
- Knowledge of climate change issues facing the region
- Demonstrated professional written and verbal skills in English
- Demonstrated ability to work well with diverse populations and across countries in the region
- Grantmaking or grant-seeking experience preferred
- Strong administrative and organizational skills; the ability to manage time efficiently
- Computer proficiency (Word, Excel, Outlook, PowerPoint)
- Ability to travel

Location

Candidates from the Pacific Islands region are strongly preferred, but we will accept candidates from Australia / New Zealand.

Compensation

This position will be 30-40 hours per week, depending on location of the consultant; the rate will be commensurate with hours, applicant salary history and experience.

How to apply

The Disability Rights Fund is an equal opportunity employer. We strongly encourage and seek applications from women, and people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual, Transgender, Queer and Intersex communities. People with disabilities are strongly encouraged to apply.

Please email a cover letter, resume, three references (with contact information and relationship), and writing sample to:

Bailey Grey, Program Director
Disability Rights Fund, Inc.
89 South Street, Suite 203
Boston, MA 02111-2670
jobs@disabilityrightsfund.org (please no phone calls)

Deadline: Applications accepted on a rolling basis.