**Vacancy Announcement: Inclusion Advisor**

**20 May 2024**

Position: Inclusion Advisor

Number of Positions: 1

Organization: Nepal Association of the Blind (NAB)

Location: 50% in Kathmandu, 50% in the field

Application Deadline: 27 May 2024

Email for application: nabntcs@gmail.com

The Nepal Association of the Blind (NAB) is a prominent organization dedicated to promoting and protecting the rights and interests of blind and visually impaired individuals in Nepal. With a network spanning 7 provinces, 59 district branches, and 53 municipal branches, NAB has been a key advocate for this community since 1993. We collaborate with international partners such as NABP Norway, DAB Denmark, and the Nepal Government to deliver a wide range of services, including human rights advocacy, inclusive education, disaster risk reduction, and capacity building.

**Key Responsibilities:**

1. Advocacy Planning and Support:

* Develop and implement comprehensive advocacy plans to promote the rights and inclusion of blind and visually impaired individuals at national, provincial, and local levels.
* Support NAB's for project planning, implementation, monitoring and documentation.
* Monitor and evaluate the impact of advocacy activities and adjust strategies as needed.

2. Facilitation of Advocacy and Capacity Enhancement Training:

* Design and deliver training programs on disability rights, inclusion, and advocacy for NAB staff, members, and stakeholders.
* Enhance the capacity of NAB branches and partners to advocate for policy changes and improved services for the blind and visually impaired community.
* Develop training materials and resources tailored to the needs of various audiences.

3. Project Development and Management:

* Identify and develop new project proposals aligned with NAB’s strategic objectives.
* Assist in the implementation and management of ongoing projects, ensuring they meet their goals and deliverables.
* Prepare detailed project reports and documentation for stakeholders and funders.

4. Fundraising and Resource Mobilization:

* Research and identify potential funding opportunities from national and international donors, grants, and other funding sources.
* Develop and submit high-quality funding proposals in collaboration with the NAB team.
* Build and maintain relationships with donors, partners, and stakeholders to secure and sustain funding for NAB initiatives.

**Eligibility Criteria:**

1. Must be from the blind and partially sighted community, aged between 35-45.

2. Must have more than 10 years of experience in Disability Inclusion Development (DID).

3. Must have Training of Trainer (TOT) certification in organizational development, advocacy, Disability Inclusive Climate Change Adaptation (DICCA), and proposal writing.

4. Experience in advocacy, proposal writing, report writing, and fundraising.

5. Proficiency in English (writing and speaking).

6. Ability to operate Microsoft Office, email, internet/social media, and screen reading software.

7. Assistive technology user.

**Required testimonials:**

1. Job Application including expected salary
2. Recent pp size photo
3. Updated CV
4. Citizenship Card
5. Disability ID Card
6. Training/Experience Certificates

**Selection Process:**

1. Shortlisting

2. Written Test

3. Skill Demonstration

4. Interview

**Only shortlisted candidates will be invited for the selection process.**