PROJECT SUPERVISOR – Health and Disability

Apnalaya works with the urban poor- Enabling access to basic services, healthcare, education and livelihoods; Empowering them to help themselves; and Ensuring provision of civic entitlements through advocacy with the government.

Apnalaya works at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education and livelihoods – necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves, by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

**JOB DESCRIPTION**

*A Project Supervisor is responsible for the development, management, and execution of the Disability Programme. She/he works with the urban community – mostly in informal settlements, government, and civil society partners to enable a community where everyone has an equal opportunity to realise one’s full potential.*

**Location:** M East Ward (Shivaji Nagar) and Chembur, Mumbai

Reports to the Director, Health & Disability

<table>
<thead>
<tr>
<th>A. KEY RESPONSIBILITIES</th>
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<tr>
<td><strong>Development, Management and Execution of the Programme</strong></td>
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<tr>
<td>- Plan and manage project deliverables, their timelines and quality</td>
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<td>- Build partnerships with relevant CSOs to build referrals and linkages</td>
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<tr>
<td>- Contribute towards developing rights-based interventions</td>
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<td>- Develop and implement training modules and protocol</td>
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<td>- Contribute to research, data collection and analysis, proposal writing, campaigns and events</td>
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<td>- Analyse available data on disability and use the insight for project development and advocacy</td>
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**Networking and Advocacy (Partnership Development)**

- Maintain partnerships with other non-profits and educational institutions. Conduct and facilitate meetings with parents, school authorities and government officials from both Disability Department, Social Justice and Special Assistance Department and Public Health Department
- Develop and manage partnership with the government, donors, supporters and maintain updated data-sheet of all the Networking and Advocacy partnerships

**Team Management**

- Manage, guide, mentor, and review the staff reporting in this position
- Identify capacity building needs, develop and facilitate capacity enhancement of the team

**Budgetary Responsibilities**

- Work with the Director to develop and manage programme budgets; develop monthly projections, monitor and settle expenses with due-diligence and compliance as per the organisational and statutory norms

**Organisational Responsibilities**

- Contribute to and participate in any organisational initiative as decided upon by the Organisation
- Periodically share reports, stories, pictures with the Communications team

**QUALIFICATIONS & EXPERIENCE**

**Qualification and Skills**

No application will be considered without the candidate having a prior experience in working with issues related to Disability. Skills and experience in community empowerment, capacity building, advocacy and networking in rights-based spaces are preferred.

- A Master's Degree in Disability Studies or Social Sciences
- A minimum of 4-5-year experience in working with community based Disability projects
- Excellent writing skills in English and fluent in spoken Hindi are pre-requisites
- Computer proficiency in MS-Office
- Ability to manage complex projects is desirable
- Demonstrable leadership and management skills

**BEHAVIOURAL COMPETENCIES**

We look for a team player, solution-oriented, self-driven professional with strong sense of empathy, equity, constitutionalism, integrity and ownership.

*Send your application to:*[hr@apnalaya.org](mailto:hr@apnalaya.org)