

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

A. KEY RESPONSIBILITIES

Development, Management and Execution of the Programme

- Plan and manage project deliverables, their timelines and quality
- Build partnerships with relevant CSOs to build referrals and linkages
- Contribute towards developing rights-based interventions
- Develop and implement training modules and protocol
- Contribute to research, data collection and analysis, proposal writing, campaigns and events
- Analyse available data on disability and use the insight for project development and advocacy

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