

# **CBM Global Disability Inclusion**

## **Join us in Creating an Inclusive World!**

**Position Title: Programme Officer/ Programme Coordinator - Disaster Risk Reduction**

**Location: Dhaka**

**Reports to: Programme Manager**

**Application Deadline: June 6, 2026**

**Contract Type: Full-time**



### **About CBM Global**

CBM Global works alongside people with disabilities in low- and middle-income countries to fight poverty and exclusion and transform lives. Check out our [website](#) and [LinkedIn profile](#) to learn more. Drawing on over 100 years of experience and driven by Christian values, we work with the most marginalised in society to:

- Break the cycle of poverty and disability
- Treat and prevent conditions that lead to disability; and
- Build inclusive communities where everyone can enjoy their human rights and achieve their full potential.

We work in over 20 countries, investing in long-term, authentic partnerships with the Disability Movement and multiplying our impact by delivering a combination of inclusive community-based programmes, advocacy for national and global policy change and inclusion advice to other organisations. CBM Global is a worldwide federation with the following Members: CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK.

### **About the Role**

The Programme Officer/ Programme Coordinator - Disaster Risk Reduction is responsible for delivering high-quality, disability-inclusive disaster risk reduction (DiDRR) programming. This includes ensuring effective program planning, implementation, technical quality, and partnership management.

The role oversees and ensures that projects are well-planned, effectively implemented, and aligned with CBM Global standards, with a strong focus on inclusion. The Programme Officer/ Programme Coordinator - Disaster Risk Reduction works closely with implementing partners, CBM Global's Technical Teams, and Member Teams, to achieve sustainable, inclusive, and high-quality development outcomes through strong coordination, technical guidance, and stakeholder engagement.

#### **CBM Global**

Dr.-Werner-Freyberg-Str. 7, 69514 Laudenbach, Germany

## This will be your team:

- The Country Team that you will be joining has 17 employees. You will report to the Programme Manager and you will join a team of 5 people. You will have no direct reports.

## Key Responsibilities:

### a. Program Management:

- **Project Management:** Support partners, including OPDs, in developing annual implementation plans, Activity Implementation Guidelines, and other key project management documents while ensuring effective project implementation in line with CBMG's Project Cycle Management standards. Facilitate coordination and collaboration among partners, Member Teams, Technical Teams, and the SDC CALL consortium across DRR projects in Khulna and Satkhira through regular review and coordination meetings. Conduct progress reviews, develop catch-up plans, document good practices and lessons learned, and ensure proper documentation of project outputs and outcomes. Prepare and submit high-quality narrative reports with supporting documents, ensuring alignment with financial and MEAL data.
- **Budget & Financial Management:** Monitor project budgets and ensure expenditures are aligned with approved plans through regular review of monthly expenditure reports, quarterly and annual FPRs, and utilization tracking. Coordinate with Finance, partners, Member Teams, and Technical Teams to facilitate budget revisions, obtain necessary approvals through online systems, and ensure timely fund disbursement and effective fund utilization.
- **Monitoring, Evaluation, Accountability & Learning (MEAL):** Ensure the development and implementation of MEAL frameworks across projects, including DiDRR learning priorities, and support partners in tracking progress against key indicators through effective data collection and utilization. Conduct monitoring visits, annual reflection workshops, assessments, evaluations, interviews, and learning activities to assess project implementation and capture lessons learned. In coordination with CBM Global's DiDRR Advisor, support the development of DRR knowledge management plans and inclusive knowledge products, and share key milestones and learning through Global Connect and the internal Disaster Risk Management Community of Practice to strengthen organizational learning and knowledge-sharing.
- **Partnership Management:** Conduct partnership assessments for new and existing partners and ensure meaningful engagement of at least one OPD in every project with equal participation throughout the project cycle. Identify and support capacity strengthening and institutional development needs of partners, including OPDs, aligned with project objectives, and provide

ongoing orientation and technical support on DiDRR, safeguarding, MEAL, and CBM Global's policies, tools, guidelines, and ways of working.

- **Communication & Coordination:** Work independently and proactively to ensure timely completion of tasks under limited supervision while maintaining clear and proactive communication with partners, Member Teams, Technical Teams, and internal teams. Track, respond to, and follow up on requests in an organized and timely manner, providing regular progress updates and proactively communicating any challenges or delays. Conduct thorough country-level review of all documents prior to submission to MTs and TTs. Facilitate structured coordination through at least one monthly check-in per partner and one annual reflection workshop per project with documented action points and follow-up. Foster partner engagement beyond project activities through learning events, strategy discussions, and networking opportunities, and strengthen effective collaboration and coordination among internal and external stakeholders, including representation of CBM Global in relevant DRR coordination platforms, forums, networks, and working groups as appropriate.

#### **b. Technical leadership on DiDRR:**

Act as the DiDRR focal point at country level, providing technical leadership and guidance across all project interventions in alignment with the Global DiDRR Advisor and DRM Technical Team, and supporting the Programme Manager during humanitarian responses, including preparedness planning and inclusive emergency response coordination with partners. Develop a DiDRR Roadmap for the Bangladesh Country Team to strengthen programmatic scope, reach, and influence, while providing technical support to partners on inclusive early warning systems, community risk assessments, search and rescue, climate-resilient livelihoods, and inclusive DRR planning. Strengthen capacity of partners, stakeholders, and communities through training, mentoring, and technical support on DiDRR and inclusive livelihood practices, promote universal design and accessibility standards in disaster preparedness and response, and represent CBM Global while facilitating engagement with government agencies, DRR platforms, actors, and technical stakeholders to strengthen inclusive DRR systems.

### **Who We're Looking For**

We are looking for a candidate who brings:

- Relevant qualifications and experience in relevant degree in Social Science, Development Studies, Disaster Management, Climate Change, or related field; disability inclusion training is an advantage.

- 5-7 years of experience in disability-inclusive development, DRR, or livelihood programs within NGOs/INGOs or international organizations.
- Proven experience in leading DRR, disability inclusion, and/or livelihood projects with strong skills in planning, implementation, coordination, and reporting.
- Strong project management, stakeholder coordination, and partnership engagement skills, including working with OPDs.
- Good understanding of DRR, MEAL systems, and inclusive development approaches.
- Strong communication, facilitation, and reporting skills with commitment to disability inclusion and safeguarding principles.
- Experience working in cross-cultural teams and diverse environments.
- Committed, excited, and passionate about disability inclusion and the rights of people with disabilities.
- Open to work collaboratively.
- Alignment to our CBM Global values ([Our Vision, Mission and Values | CBM Global](#)) and our Safeguarding Policy ([CBM-Global-Policy-Safeguarding.pdf](#)) and Code of Conduct ([CBM-Global-Code-of-Conduct.pdf](#)).

**We welcome and encourage applications from people with lived experience of disability.**

**We proactively work on achieving a diverse and inclusive work environment for people from all backgrounds and abilities.**

### **Why work with Us?**

- A chance to be part of a global movement pursuing an inclusive world for people with disabilities.
- A supportive, flexible, and inclusive work environment.
- Flexible working arrangements.
- A culture that champions Mental Health and Wellbeing.
- Opportunities for learning, growth, and international collaboration.
- Competitive remuneration and benefits.

### **How to Apply**

To apply, please submit your application through our recruitment system PeopleHR using the following link:

<https://cbmglobal.peoplehr.net/Pages/JobBoard/Opening.aspx?v=3c6084dd-e17c-43ca-9ea0-d699e4b5be30>

***Applications by email will not be considered.***

Prepare and upload the following documents:

- Your CV in English
- Completed Application Form (available when you apply in our HR system) or Cover Letter

If you experience issues with the system, please contact us at [recruitment@cbm-global.org](mailto:recruitment@cbm-global.org).

Please note that your data will be securely deleted after six months, in line with the EU General Data Protection Regulation (GDPR).

## **Hear from Our Colleagues**

### **Colleagues from Bolivia Country Team say:**

*"Working at CBM Global means being part of an inclusive, supportive network where everyone matters and contributes to transforming lives worldwide."*

### **Colleagues from Philippines Country Team say:**

*"Join CBM Global: We embody the culture of support, growth, and impact."*

### **Colleagues from Nigeria Country Team say:**

*"At CBM Global you are not just a staff but a change maker."*

### **Colleagues from Zimbabwe Country Team say:**

*"One Team. One Purpose. Transforming lives through Inclusive Partnerships."*

### **Colleagues from Lao PDR Country Team say:**

*"We are privileged and honored to work with CBM Global, where we feel like a family and trust each other. We are satisfied with the learning opportunities and growth, and are truly motivated to continue promoting and advocating for disability inclusion and an inclusive society."*

### **Colleagues from Nepal Country Team say:**

*"At CBM Global, we believe in a collaborative approach. Guided by a shared mission, we foster a strong sense of ownership and purpose in everything we do."*

**You are passionate, committed, and excited about disability inclusion and the rights of people with disabilities?**

**Then Join Us and Be Part of the Change!**

