



# **AFRICAN DISABILITY COLLABORATION**

*An Inclusive Africa for Children with Disabilities*

## **ADC COORDINATOR JOB DESCRIPTION**

### **About ADC**

The African Disability Collaboration (ADC) is a collective of organizations working with children with disabilities in Kenya, Uganda, Tanzania, and Malawi. The vision of the African Disability Collaboration is an inclusive Africa for Children with Disabilities.

At the heart of this collective initiative is the commitment to dismantling barriers and fostering an environment where every child, regardless of ability, has equal opportunities to thrive and contribute to society. The ADC recognizes the unique challenges faced by Children with Disabilities in these regions and endeavours to address them through a unified, strategic, and collaborative approach.

### **About the Role**

The African Disability Collaboration Coordinator plays a pivotal role in advancing the mission of the African Disability Collaboration (ADC). The primary objective is to foster inclusivity for Children with Disabilities across Africa. Working closely with the ADC Executive Council, the Coordinator will lead initiatives to enhance collaboration and organize impactful events, conferences, and webinars, all geared towards building capacity within the network.

### **Roles and Responsibilities**

#### **1. Strategic Coordination:**

- Lead and coordinate ADC activities by facilitating information sharing and fostering effective networking among members.
- Develop and implement strategies to enhance the overall effectiveness and impact of the collaboration.

#### **2. Event Management:**

- Plan, coordinate, and execute events, webinars, and conferences aimed at capacity building and strengthening the ADC network.



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- Ensure seamless logistics, participant engagement, and follow-up actions to maximize the impact of each event.
3. Database Management:
- Establish and maintain a comprehensive database of participants, partners, and stakeholders involved in ADC activities.
  - Regularly update and manage the database to facilitate efficient communication and collaboration.
4. Fundraising and Partnerships:
- Collaborate with internal and external stakeholders to identify funding opportunities.
  - Support the fundraising process by preparing proposals and engaging with potential sponsors and partners.
5. Reporting:
- Produce regular reports on the progress of ADC activities, providing valuable insights for the ADC Executive Council and members.
  - Present findings, challenges, and recommendations to enhance strategic decision-making.
6. Research and Data Management:
- Work with ADC members to undertake data collection, analysis, and sharing to contribute to evidence-based research on disability-related issues.
  - Collaborate with experts and stakeholders to stay updated on emerging trends and best practices.

### **Requirements**

- A degree in a relevant field (Development studies, social work, International development, or related fields).
- 5 years of experience in international development, community development, or disability services sectors.
- Proven project management skills, including organizing events and conferences.
- Excellent communication and interpersonal skills.



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- Demonstrated experience in networking and building partnerships.
- Capacity to work independently with minimal supervision.
- Strong organizational and time management skills.
- Fluent in English; working knowledge of French is an asset.

### **Application Information**

If you are a passionate individual with a proven track record in disability services and are eager to make a meaningful difference, please send your CV and a cover letter describing how you meet the requirements outlined above to [info@africandisability.org](mailto:info@africandisability.org)

Deadline for applications is January 31<sup>st</sup> 2024

We appreciate the interest of all applicants; however, only shortlisted candidates will be contacted.

### **Additional Information**

Proposed Start Date: February 2024

Part-time Role: 20 hours per week (flexible)

Salary: \$1,000 - \$1,500 dependent on experience

Location: Any ADC founding member country (Uganda, Kenya, Tanzania, Malawi)

Travel: Will require occasional travel between ADC partners.

Join us on this exciting journey towards a better world, and be a vital part of creating positive change.