

Project Officer: Research and Resources - Children with Disabilities (CWD) Programme Job Description

MISEAN CARA

Misean Cara is an Irish faith-based organisation supporting the overseas development work of missionaries. Collectively, Misean Cara's 77 members work in over 50 countries and are part of a much bigger global missionary network with an extensive reach in Africa, Asia and Latin America. www.miseancara.ie

CHILDREN WITH DISABILITIES

Children with disabilities have often been the first to enter institutional care and the last to leave. Care for Children is undergoing significant reform with changing government regulations across Africa and Asia promoting the transition from Institutional Care to home and home like environments. A number of MiseanCara members, primarily sister led congregations in Kenya, Uganda, Zambia and South Africa, are involved in the delivery of health and education services to children with disabilities. Misean Cara is partnering with the US-based GHR Foundation (www.ghrfoundation.org) and the Catholic Care for Children International (CCCI) under the UISG (www.uisg.org) to lead the development of an approach to preventing children with disabilities entering care institutions and to transition disabled children from institutions back to home like environments in the community.

POSITION SUMMARY

The Project Officer will work under the supervision of the Programme Coordinator, supporting the delivery of the plan of work, including liaising with member organisations and project teams, conducting research, developing resources, compiling reports and gathering learning. The position will involve international travel to Kenya, Uganda, Zambia and South Africa.

KEY RESPONSIBILITIES

1. Capturing Learning
 - Visiting project sites at field level to document outcomes and lessons learned from capacity development exercises, and to gather stories of change.
 - Receiving reports from project teams and collating them into learning documents for wider dissemination.
 - Coordinating collective learning exercises, including learning events.

2. Developing Resources:
 - Playing a key role with the Co-ordinator in the development and roll out of a Children with Disabilities (CWD) toolkit and training resources for members and projects supporting children.
 - Gathering existing resources from members and other sources and making them available to the wider Misean Cara / CCCI membership.
 - Making the toolkit available on a shared platform for Misean Cara members and CCCI members.

3. Project Proposals and Reports
 - Assisting in the receipt and assessment of proposals for capacity-development & learning activities, and processing of grant applications and reports from members under the CWD Fund.
 - Supporting the development of annual CWD reports to the GHR Foundation.
4. Network Support
 - Providing administrative and logistical support to the Misesan Cara Programme Learning Group (PLG) in the organisation of meetings, events and processes.
 - Providing administrative and logistical support to the Steering Group and collaborative initiatives of Misesan Cara and Catholic Care for Children.
 - Providing general support to the implementation of the CWD Programme.
5. General
 - Contributing to cross-organisational initiatives within Misesan Cara, as required.
 - Working flexibly and undertake any other tasks and responsibilities in support of the overall work of Misesan Cara, as may be assigned by the line manager or the CEO.
 - Working in a professional manner upholding the values and culture of Misesan Cara.

ESSENTIAL SKILLS AND ATTRIBUTES

- A degree-level qualification or equivalent in a relevant discipline
- Specific knowledge and experience on disability issues and programming, particularly in the Global South.
- At least three years' experience in the development sector, including experience of living and working in the Global South
- Strong analytical skills
- Excellent documentation and writing skills in English across a range of styles
- Strong track record of summarising, distilling, and producing documents for a variety of stakeholders
- Excellent interpersonal, problem solving and listening skills
- Willingness and ability to travel to project sites in Kenya, Uganda, Zambia and South Africa.
- A high degree of self-sufficiency and initiative
- The ability to work independently as well as in a team
- Excellent IT skills, particularly in the use of the MS Office Suite

DESIRABLE SKILLS AND ATTRIBUTES

- An affinity with development work undertaken by missionaries
- A masters-level qualification or equivalent in a relevant discipline
- Experience in monitoring and evaluation within the international development sector
- Technical expertise in relation to IT-based data management systems
- Experience of working in or with a membership-based organisation or network.

TERMS AND BENEFITS

The position is offered on a full-time basis until 31 August 2026.

Location: Ireland or one of the programme countries (Kenya, Uganda, Zambia or South Africa).

To apply: please email a Cover Letter and CV outlining how your motivation, experience and skills

meet the requirements for the position, to jobs@miseancara.ie Please insert "Project Officer CWD" in the subject line. **Closing date: 5:00pm Irish time on Wednesday, 25 September.** Applications without a cover letter or sent after the closing date will not be considered.

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. Misean Cara does not discriminate against any employee or any applicant for employment based on gender, civil status, family status, sexual orientation, religion, age, disability, race (includes race, colour, nationality or ethnic or national origins) or membership of the Traveller community. We celebrate diversity and are committed to building an inclusive environment for all employees. If you would like more information or have any special requirements or needs during the recruitment process, please contact: jobs@miseancara.ie

Safeguarding: We are committed to the safeguarding of children and vulnerable adults. We also have a Prevention of Sexual Exploitation, Abuse and Harassment Policy with which all staff are expected to comply. Both policies can be found on our website: [Accountability & Governance – Misean Cara](#)