
Position Description

Vacancy Title: **Advisor, Inclusive Development**

Location:

Reports To: **None**

Objective

To advance disability-inclusive development across the Pacific through technical advice and support to PDF member Organisations of Persons with Disabilities (OPDs) and partners. The role strengthens accessibility, access to assistive technology, social protection and community-based inclusive development. It contributes to disability rights reporting, develops practical guidance and promotes gender equality and non-discrimination so persons with disabilities participate in development decisions and access services and opportunities. Reporting to Senior Manager Programs & Member Services.

Outcomes

Organisational Stakeholders

1. Accessibility and Assistive Technology

Member OPDs and partners identify accessibility barriers and implement practical improvements to information, facilities, services and access to assistive technology.

- Consult persons with disabilities to identify access barriers and priority support needs.
- Review programme and service arrangements and recommend accessibility improvements.
- Advise on accessible communication, digital information and reasonable accommodation.
- Support links between OPDs, service providers and assistive technology specialists.
- Promote arrangements for user assessment, training, maintenance and ongoing support through appropriate providers.
- Document recommendations, monitor agreed actions and escalate unresolved barriers.

2. Social Protection and Community-Based Inclusive Development

Member OPDs contribute to social protection and community development initiatives which address disability-related barriers and improve access to support and services.

- Identify barriers affecting access to social protection programmes and community services.
- Support OPDs in gathering member experiences and communicating priority needs.
- Advise partners on accessible application processes, communication and service delivery.
- Promote the participation of persons with disabilities in community planning and implementation.
- Support coordination between OPDs, government agencies and community service providers.
- Track agreed improvements and document gaps requiring further action.

3. CRPD Shadow Reporting

Member OPDs contribute credible evidence and clear recommendations to shadow reports on implementation of the Convention on the Rights of Persons with Disabilities (CRPD).

- Support OPDs in planning consultations and gathering evidence on disability rights.
- Review available policies, reports and member feedback to identify implementation gaps.
- Help organise evidence around relevant CRPD provisions and reporting priorities.
- Draft technical inputs and practical recommendations for member review.
- Support accessible validation processes which reflect diverse member experiences.
- Maintain source records, protect confidential information and track agreed reporting inputs and deadlines.

4. Inclusive Development Tools and Guidance

OPDs and partners apply accessible tools and guidance to improve disability inclusion in programme planning, delivery and review.

- Identify technical support needs through consultations and programme reviews.
- Develop practical checklists, templates, guidance notes and learning resources.
- Include accessibility and participation requirements in planning and review tools.
- Adapt materials to local contexts, languages and communication needs.
- Test resources with intended users and revise them using feedback.
- Document how members and partners apply the resources and identify further support need

5. Gender Equality and Non-Discrimination

Inclusive development initiatives address discrimination and participation barriers affecting women, girls and other underrepresented persons with disabilities.

- Identify barriers linked to gender, disability and other sources of exclusion.
- Support consultations with women and girls with disabilities and underrepresented groups.
- Recommend practical measures to improve representation and access to programme benefits.
- Review programme plans and resources for discriminatory assumptions or practices.
- Coordinate with the Advisor, Governance and Inclusion on shared priorities.
- Document concerns and refer safeguarding or discrimination matters through approved channels.

6. Technical Proposals and Member Learning

Technical proposals reflect member priorities and realistic inclusion measures, while member learning activities strengthen practical knowledge and application.

- Contribute technical content on accessibility, assistive technology, social protection and inclusive development.
- Recommend activities, indicators and resource requirements aligned with identified needs.
- Support budgets covering accessibility, reasonable accommodation and member participation.
- Develop and facilitate accessible learning sessions for OPDs and partners.
- Encourage members to exchange experiences, practical solutions and lessons.
- Assess learning outcomes, document application and recommend follow-up support.

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Humanities / Social Science, Public Administration, Disability Policy, Advocacy/Communications or equivalent	

Work Knowledge and Experience

Relevant qualification or equivalent demonstrated experience in programs & member services and the technical requirements of the role.

Demonstrated experience planning, delivering and reporting work with multiple stakeholders.

Understanding of the CRPD, disability rights, accessibility, safeguarding and Pacific regional context.

Strong written reporting, digital literacy, information management and professional judgement.

For supervisory or specialist roles, demonstrated technical leadership and management of delivery risks.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Manager Programs & Member Services; colleagues across all three strategic priorities; CEO and Board through approved channels	
External		

Type	Interaction	Comments
	PDF member OPDs, regional partners, governments, donors, consultants and service providers as relevant to the role	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 01 Nov 2026