



## TERMS OF REFERENCE

### 1. The World Federation of Deaf

The World Federation of the Deaf (WFD) is an international non-governmental organisation representing and promoting approximately 70 million deaf people's human rights worldwide. The WFD is a federation of deaf organisations from 125 nations; its mission is to promote the human rights of deaf people and full, quality and equal access to all spheres of life, including self-determination, sign language, education, employment and community life. WFD has a consultative status in the United Nations and is a founding member of the International Disability Alliance (IDA).

### 2. BACKGROUND OF THE MISSION

The WFD is designing an online human rights training program in International Sign.

WFD looks to recruit a Projects Manager for a limited time period to support project implementation. The project manager will support the WFD Human Rights Officer in developing the content of an online Human Rights Training in International Sign. The work includes contacting media companies, advising on content production and design, and managing project objectives up to and including integration of project materials with online training platforms.

### 3. SERVICE DESCRIPTION

#### a) Proposed role

**Objective:** To provide programmatic, communication and administrative support to the WFD Human Rights Officer in the development of the WFD's online Human Rights Training. The WFD is planning to develop an online human rights training for its Ordinary Members, with a focus on Global South countries. The training aims to empower National Associations of the Deaf on the Human Rights, the Convention on the Rights of Persons with Disabilities (CRPD), the Sustainable Development Goals and advising them on their advocacy work with their national governments.

#### b) Main responsibilities:

- Act as primary point of contact for WFD project(s) contractors, the WFD Secretariat, and ensure the interface with IDA as the financial sponsor;

- Support the preparation and follow through of key steps and activities related to the WFD Online Human Rights Training including correspondence with the IDA, selecting a media company, support administration requirements, financial reporting to the IDA;
- Dealing with communication and social media;
- Supervision between different actors and stakeholders involved in the development of the online training.
- Ensure timely completion of all project activities according to predetermined deadlines.

**c) Reporting Line**

- The position will be seconded to the WFD Human Rights Officer
- Daily management will be ensured by the WFD Executive Director
- Close coordination will be ensured with IDA Operation and Finance Director, with external consultants providing technical support and other key resources.

**d) Requirements**

- 3 years of experience with project management;
- Knowledge and experience working with deaf organisations
- Good knowledge of the WFD organisational structure;
- Good writing skills sufficient for daily communications and reporting requirements
- English proficiency sufficient for daily communications and reporting requirements;
- International Sign proficiency sufficient for daily communications.

**e) Fees:**

- Salary subject to location and experience;
- Work can be handled remotely;
- Contract until 31st December 2020.
- The selected candidate is expected to start on Monday 12 October 2020.

**f) How to apply:**

- Interested applicants should send an updated CV and letter of motivation to [employment@wfdeaf.org](mailto:employment@wfdeaf.org). Deadline for applications on 9 October 2020.