

CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: Field Coordinator

Location: Agartala, Tripura

Reporting to: Project Manager

Objective:

To ensure smooth field implementation, coordination with schools and communities, and quality delivery of inclusive education and accessibility interventions at the grassroots level.

Responsibilities:

1. Field Operations & Activity Planning

- Lead planning and scheduling of field activities across program components and outcomes.
- Coordinate day-to-day implementation of project activities in schools and communities.
- Ensure timely execution of field plans and support the Project Manager with progress updates.

2. School Infrastructure & Accessibility

- Coordinate with school authorities, block officials, and contractors for the renovation of project schools.
- Oversee installation of accessibility features such as ramps, accessible toilets, railings, and barrier-free infrastructure.
- Ensure all modifications meet disability-inclusive accessibility standards.

3. Training & Capacity-Building Coordination

- Organize and coordinate training for teachers, special educators, and school staff.
- Manage training logistics, including scheduling, venue coordination, materials, and attendance tracking.
- Support implementation of inclusive education practices promoted under Samagra Shiksha.

4. Community & Field Team Supervision

- Supervise Community Mobilizers and ensure effective outreach and engagement across all project schools.
- Guide field teams in community awareness, school engagement, and inclusion activities.
- Ensure consistent program coverage and quality implementation at the grassroots level.

5. Therapy Services & Child Support

- Coordinate with therapy centers to facilitate services for children with disabilities.
- Arrange transport and support mechanisms to ensure regular access to therapy services.
- Track participation and follow-up of children receiving therapy and educational support.

6. Monitoring, Reporting & Coordination

- Monitor field progress and document implementation challenges.
- Prepare regular updates and structured field reports for the Project Manager.
- Support data collection and reporting for program monitoring and donor reporting requirements.
- Ensure adherence to disability-inclusive standards in all school-level interventions.

Professional profile and requirements

- A bachelor's degree in education, Social Work, Disability Studies, or related field, or B.Ed. Special Education or Diploma in Special Education.
- 2–3 years of experience in field coordination or program implementation in education, rehabilitation, or community development projects.
- Prior experience working on inclusive education or programs for children with disabilities under initiatives such as Samagra Shiksha will be preferred.
- Experience coordinating with schools, community stakeholders, and local government officials in the development sector.

Skills

- Strong coordination and communication skills for effective stakeholder engagement, including school interactions, home visits, and community sensitization on disability inclusion.
- Proficiency in basic digital tools for monitoring and reporting, including MS Excel and mobile-based applications for IEP tracking and program data management.
- Willingness to travel extensively across districts in Tripura, with strong cultural sensitivity to disability inclusion and community norms.

Other requirements

- The future job holder adheres to CBM India's policies and procedures, commits to CBM India's Child Safeguarding Policy and Code of Conduct, and follows CBM India's Safety & Security Protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profiles to jobs@cbmindia.org by April 5th, 2026.