



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: Project Manager

Location: Agartala, Tripura

Reporting to: Program Officer / Lead, Programs

Objective:

To ensure effective implementation, coordination, and monitoring of inclusive education and disability-focused interventions while strengthening partnerships, building capacity, and generating evidence for scaling impactful models.

Responsibilities:

1. Project Planning & Implementation

- Lead the development and periodic review of the project work plan, log frame, and annual action plans in alignment with program and donor guidelines.
- Coordinate with technical teams, government officials, and implementing partners to ensure smooth implementation of project activities.
- Oversee community-based initiatives such as inclusive learning spaces, therapy centers, and community support groups.

2. Inclusive Education & Disability Inclusion

- Supervise the identification, assessment, and inclusion of children with disabilities in schools and project activities.
- Ensure proper monitoring of enrolled children and support the use of digital platforms for Individualized Education Plans (IEPs) and student tracking.
- Oversee therapy services, including physiotherapy, occupational therapy, and speech therapy, through centers and home-based services.

3. Capacity Building & Training

- Design and coordinate training programs for teachers, special educators, therapists, parents, and community volunteers.
- Facilitate in developing inclusive FLN modules.
- Coordinate and collaborate between SCERT, NCERT, and the local educational department for module development, training programs, etc.
- Promote inclusive teaching practices, early intervention, and the use of assistive technologies in schools.

- Facilitate training on IEP implementation, accessible teaching-learning materials, and inclusive classroom practices aligned with **Samagra Shiksha** and the **National Education Policy 2020**.

4. Monitoring, Evaluation & Learning (MEL)

- Develop and manage the project monitoring and evaluation framework, including baseline, midline, and endline assessments.
- Track key indicators such as enrolment, attendance, learning outcomes, and inclusion of children with disabilities.
- Ensure timely data collection, analysis, and reporting to donors, partners, and government stakeholders.

5. Stakeholder Coordination & Partnerships

- Act as the primary liaison between CBM India, the donor, government education departments (state and district level), therapy centers, and local NGOs.
- Facilitate coordination meetings, review sessions, and joint field visits with project stakeholders.
- Strengthen partnerships to ensure alignment with program goals and government priorities.

6. Resource & Team Management

- Oversee project budgeting, procurement, and financial tracking in line with donor and organizational policies.
- Supervise project staff, including program officers, therapists, MEL staff, and field coordinators.
- Support staff performance management, planning, and professional development.

7. Documentation, Communication & Scale-Up

- Prepare project reports, case studies, success stories, and learning documents for donor and organizational communication.
- Document best practices and develop scalable models of community-based inclusive education and therapy services.
- Support knowledge sharing and replication of successful approaches in other districts or states.

Professional profile and requirements

- A Master's degree in Education (Special Education / Inclusive Education preferred), Development Studies, Social Work, Public Policy, or a closely related field.
- At least 5-7 years of experience in managing education, disability-inclusive, or child development projects, preferably with government or large-scale donors.
- Demonstrated experience in inclusive education, early intervention, and/or rehabilitation services for children with disabilities in rural or semi-urban settings.

Skills

- Project planning, monitoring, and evaluation (PME)
- Budgeting and financial management
- Risk management and quality assurance
- Inclusive education and disability inclusion
- Therapy-linked education and early intervention
- Disability rights and child protection
- Data management and MEL tools
- Government and stakeholder coordination
- NGO–donor partnership management
- Team leadership and capacity building
- Communication, documentation, and reporting
- Ability to travel extensively within the project geography

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.