CBM India Trust
Position Profile

CBM India Trust is committed to improving the quality of life of persons with disabilities and members of other marginalized communities. 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 persons 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 a related field, or a B.Ed. in Special Education, or a 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 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.

Working Hours:

As per the Project Location requirements - Eight hours per day

Other requirements

The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profile at jobs@cbmindia.org on or before 25th October 2026.