JOB DESCRIPTION

Job Title:	Head of Programmes
Job Grade:	National/ Expatriate Accompanied
Preferred Location:	Nairobi, Kenya with extensive regional travel (up to 40%)
Contract Length:	Three years contract, accompanied position
Reporting to:	Regional Director, Africa Region
Responsible for:	Country Directors/ Representatives, Regional Programme Managers- Social Protection, Protection & Inclusion/ Regional Gender Focal Point, Regional Health Project Coordinator, Regional Health Leadership
Key relationships:	Regional Head of Network Coordination & Development, Head of Finance and operations, RPM– Grants & Funding, Regional Manager- Research, evidence &Learning, Head of Global Technical Unit, Director Network Coordination, Advocacy and Communications, Head of Humanitarian Unit, Humanitarian Team, UK Operations Unit and other senior team members

Background

HelpAge International (www.helpage.org) is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating together can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people– including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

In Africa region working with a broad range of network members we will deliver this through a combination of programme, policy, advocacy and communications work with focus on our core themes of social protection, health and care, and humanitarian issues. HelpAge International in the Africa region has country offices in Ethiopia, Kenya, Mozambique, Tanzania, South Sudan (phasing out process ongoing), and Uganda. Work in the region is also spearheaded by partner network members in 28 countries across the region, mostly national CSOs, by collaborating together on advocacy and lobbying activities, fundraising and programme implementation. HelpAge International is in the process of developing a 10 year global vision from 2021-2030, building on the learning from the current global strategy from 2016-2020.

Job Impact

The role Head of Programmes- Africa is expected to impact and influence in the following critical areas.

Delivery of high quality programmes across the Africa region	Effective management of country offices in line with organisational priorities	Coordination of organisational reporting from the region
Scale up and offer high quality technical support to country offices and network partners	Strategic and long term fundraising to sustain and grow regional impact	Develop and manage a performing team and ensure cross-function collaboration

SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS
Strategic Programme

Leadership
- Provide leadership in program strategy development on priority themes of social protection, health and care, both in development and emergencies contexts
- Undertake reviews and ensure maximum alignment between Africa regional and country strategic engagements
- Develop a clear approach and ensure full spectrum of technical support to countries and network, encompassing humanitarian and development contexts
- Ensure strategic presence of HelpAge staff, network members and partners in key humanitarian and development forums and clusters. Represent the organisation in strategic forums
- Develop and foster partnerships with donors, key UN agencies, INGOs and other key regional bodies
- Ensure cross cutting themes (gender, disability and accountability) are integrated in programme engagements
- Work closely with Head of Finance and Operations in ensuring relevant, effective and efficient operations support systems to programmes are in place
- As part of the regional leadership team, participate in various internal forums and contribute to decision making

Oversee country operations
- Provide line management leadership to the HelpAge International country programmes in Ethiopia, Mozambique, Kenya, Tanzania and Uganda
- Ensure Africa regional and organisational priorities and policies are implemented in the country programmes
- Ensure fundraising efforts at the country level are coordinated and strategic
- Sufficient cost recovery from donor grants in line with HelpAge policies
- Maintain overview of internal and external audits and any findings/ recommendations are acted upon
- Ensure close working relationship between regional and country offices
- Ensure Implementation of various organisational metrics in areas of programming, human resources and operations
- Ensure gender balance in staffing is ensured across all country programmes

Programme Quality and Standards
- Ensure regional teams, country teams and network members, benefit from tools, training, minimum standards and wider best practices in HelpAge International's Africa region priority thematic areas

- Lead the development of a cross-organisational plan to strengthen our approach to research, evidence and learning, internally and across the network. Oversee the development of the Africa Learning Hub
- Provide strategic leadership around any future investments needed in systems related to programme monitoring and learning
- To work with affiliate and partner organisations supporting their capacity to engage in policy/advocacy, identifying and developing effective programmes that meet the needs of older people
- Facilitate for the contributions to Global Leadership and work on the topical themes in the Africa region

Resource Mobilisation
- Ensure regional and country teams have clear resource mobilisation plans, and an efficient system of coordination of roles with resource mobilisation functions is in place
- Facilitate for capacity building and support to network partners on various resource mobilisation issues
- Develop strategic relationships with key technical counterparts in UK, global donor agencies and partner organisations

Talent Management
- Oversee work of a multi-location and multi skill team, ensuring quality outcome and collaboration within the team to achieve organisational strategy
- Facilitate for the regional support to countries especially deployment of technical capacities as and when is required
- Performance management of staff in line with organisational priorities, and used as an enabling tool for engagement and development of concerned staff

Policy and advocacy
- Working closely with team members within regional office and global team, oversee the work of the regional and country program teams in developing clear evidence based positions on key policy and advocacy issues, working closely with network members.
- Represent and articulate key HelpAge program and policy positions at key regional and global fora.

Person Specifications

Senior Management	Technical/ Programmatic
- Proven leadership skills and the ability to manage, motivate and inspire a diverse regional team - Proven ability to influence others to achieve successful outcomes, including government, UN agencies and donors through successful advocacy - Extremely strong communication, negotiation and representational skills and ability to work at a regional level - Superior numeracy and information analysis skills	- Experience at having successfully designed and delivered strategies for programmes, country or regional offices at scale - At least 10 years' experience preferably in the Africa region working in an international development and humanitarian setting - Understanding and experience of humanitarian and development issues in the Africa region - Skills and proven background in monitoring and evaluation and the ability to provide organisational leadership in this area - Excellent skills in one or more social development issue related to ageing (social protection, health and care, protection, gender and disability). - Proven fundraising skills and the ability to

	positively influence donors
	- Experience in successfully developing networks and / or innovative partnerships around different social development issues.
	- Educated to a post graduate level
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Behavioral Competencies	**Others**
- **Results Orientation** towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work	- Ability to engage, seek and provide clarity and deliver on issues that are not always clear
- **Working with others**, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs	- Previous experience working on issue of older persons a strong advantage
- **Leading Others** by defining organisational and team's vision, supporting development of team members	- Willingness and interest to work with a network focussed approach, engaging with, supporting and maximising on potential of network members
- **Self-Management,** by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills	- Language skills