

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Programme Advisor, Ukraine</b>
<b>GRADE &amp; SALARY:</b>	<b>ISB and £34,031 gross per annum</b>
<b>LOCATION:</b>	Roving Sloviansk/Severodonetsk with frequent travel across eastern Ukraine (Donbass region).
<b>RESPONSIBLE TO:</b>	Country Director for Ukraine
<b>RESPONSIBLE FOR:</b>	Direct line management MEAL team
<b>RELATIONS W/H OTHERS:</b>	Mentoring and technical capacity development of Ukrainian national staff both in Kiev office and the field offices.
<b>CONTRACT LENGTH:</b>	Nine-month contract with possible extension subject to funding. Unaccompanied post.

### BACKGROUND:

HelpAge International helps older people claim their rights, challenge discrimination and overcome poverty so that they can lead dignified, secure, active and healthy lives. HelpAge International Eurasia and Middle East Regional Office (EME) in Amman, Jordan is the main support for the Ukraine emergency programme.

HelpAge is responding to the prolonged armed conflict in the eastern part of Ukraine, known as Donbass. HelpAge has been delivering emergency relief support, including protection services and distributing food and other relief items, and will be moving towards cash transfers.

HelpAge is supporting the essential needs of older men and women and people with disabilities located near to the line that separates the Government-controlled areas and non-Government areas. Given the nature of the conflict, HelpAge is only able to operate directly in the Government-controlled locations but continually seeks the opportunity to reach those in need in the areas not controlled by the Government.

### JOB PURPOSE:

The Programme Advisor (PA) will support and develop the capacity of Ukrainian staff, take responsibility for reporting and programme development in cooperation with the Country Director (CD). The position involves working closely and collaboratively with them to ensure effective implementation of the programme(s). It will require the development of national staff capacity and skills in all aspects of project cycle management.

There is particular emphasis placed on establishing appropriate and robust project management systems and practices. In addition, the PA will support the development and maintenance of monitoring and evaluation (M&E) framework and ensure data collection tools, databases and reporting meet best practice.

### KEY RESPONSIBILITIES:

**1: Programme development and support:** Provide technical and programmatic support to the programme staff (field operation managers and chief technical officers), to ensure the development of an effective emergency and recovery programme.

- 1.1 With the programme staff, you will be expected to further develop a coherent emergency response programme that ensures effective delivery of various relief activities covering protection services, such as home-based care, community safe spaces, referrals, and relationships to other NGO services. You will aim to bring together the different but complementary response activities to support achievement of all programme indicators and objectives.
- 1.2 Support development and conduct of needs assessments.
- 1.3 Support programme development, including fundraising and proposal writing-
- 1.4 Support the identification and development of partnerships with other NGOs (local and international).
- 1.5 Contribute to the development of policy and strategies
- 1.6 Lead and facilitate the development and writing of appropriate project proposals that align and support the current HelpAge Ukraine emergency response strategy.

**2: Programme/project management:** Support staff in ensuring effective management and quality implementation of emergency response programme activities.

- 2.1 Support the programme staff with the development of project implementation work plans. This includes plans for project budgets, relief support activities in HelpAge Ukraine's operational locations, as well as monitoring compliance within HelpAge and donor guidelines and policies.
- 2.3 Provide guidance and support on all aspects of the emergency response and recovery programmes, with a particular focus on cross-cutting themes including gender, non-discrimination and social inclusion, the positive participation of older people and greater community ownership of the relief process, and ultimately to recovery efforts.
- 2.4 Support the area manager(s) and other key programme staff to ensure timely reporting to donors and HelpAge Ukraine, based on donor contract agreements.
- 2.6 Ensure regular communication channels are established between the programme and project staff through regular meetings and dissemination of information.
- 2.7 Assist the Country Director in ensuring HelpAge Ukraine policies and procedures are adhered to within projects and programmes.

**3: Programme monitoring and evaluation:** Establish a coherent and effective M&E framework, with supporting data collection tools and information systems that promote quality programme implementation and reporting.

- 3.1 Oversee the development and implementation of project-level M&E plans, and the documentation and incorporation of lessons learned.
- 3.2 Provide technical support and training to the two M&E and accountability officers, ensuring they are able to oversee and support the programme field office application and compliance with the M&E framework.
- 3.3 Assist programme teams in planning M&E activities, particularly during project inception workshops and project work-plan development.
- 3.4 Assist with the design and facilitation of monthly programme meetings in the field offices.
- 3.5 Support the development of a system for managing HelpAge Ukraine's emergency response programme information, which will aid donor reporting and can be used to identify advocacy and communication needs.

- 3.6 Support the develop tools and methodologies to enhance programme quality and ensure M&E resources are available for programme staff.
- 3.7 Ensuring HelpAge's quality and accountability guidelines (especially accountability to beneficiaries) have been identified and implemented in the programme.

#### **4: Capacity building of staff:**

- 4.1 Support and coach senior programme staff to perform the roles as described in their job descriptions using staff appraisals and personal development plans
- 4.2 Based on assessments of staff capacity, support and implement a programme staff development plan that is appropriately funded through approved project budgets.
- 4.3 Identify professional development opportunities and funding for senior staff members to enhance technical capacities.
- 4.4 Assist in providing training and facilitating workshops for project activities, as required.

**5: Other activities:** Undertake other duties (within individual competence and capacities) to support the activities of HelpAge Ukraine as and when required by line management.

#### **PERSON SPECIFICATION:**

##### **Essential**

- University post-graduate qualification in international development, international relations or another relevant field.
- Significant previous emergency experience and involvement in emergency and recovery projects.
- Experience in programme development and programme coordination, or comparable experience at senior project management level.
- Experience in coordinating integrated, multi-project, multi-donor programme development and delivery, including project cycle management, strengthening of current project activities and enhancement of the programme's ability to learn from experience.
- Experience with financial management of multi-programme, multi-donor projects in both emergency recovery and development contexts.
- Experience in designing and managing programmes, including developing and implementing project M&E plans.
- Good knowledge of and experience in both qualitative and quantitative methods of data collection and analysis.
- Willingness and capacity to travel within the HelpAge Ukraine field of operations and possibly within the HelpAge Eurasia and Middle East region as required.
- Good verbal and written English language skills are essential, as you will be expected to write reports as required by donors.

##### **Desirable**

- Previous work experience in similar conflict environments within the Eurasia region or regions elsewhere.
- Russian language skills an advantage but not essential.