

### **HelpAge International Job Description**

<b>Job Title:</b>	Project Officer/M&E
<b>Department:</b>	Programmes
<b>Contract:</b>	Secondment
<b>Location:</b>	Beirut, Lebanon
<b>Duration:</b>	12 months with possibility of renewal, subject to 3 months of probation period
<b>Reports To:</b>	Project Manager
<b>Functional links:</b>	Project Manager (based in Beirut, Lebanon) and Eurasia and Middle East Regional Humanitarian Programme Director (based in Amman, Jordan)
<b>Terms &amp; conditions:</b>	12 months consultancy contract “service contract” with possibility of extension

### **Background**

HelpAge International is a global network of not-for-profit organizations with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. With more than 70 affiliates and 300 partners across more than 50 countries the HelpAge International network brings together hundreds of organizations worldwide. HelpAge International has a secretariat with offices in London and Brussels, five regional centers in Africa, Asia/Pacific, Latin America, the Caribbean and Central Asia, seven national programmes and a number of emergencies.

### **The organization**

HelpAge International's vision is a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the secretariat of the HelpAge global network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

### **HelpAge in Lebanon**

Since January 2013, HelpAge has been working in partnership in Lebanon initially with Handicap International on an Inclusion Programme that works with humanitarian responders to ensure humanitarian assistance reaches older people and people with disabilities – two vulnerable groups that are often neglected in humanitarian response.

HelpAge then expanded its programme in order to ensure that appropriate and relevant health care services are available for older refugees in Lebanon, in particular treatment for chronic, non-communicable diseases that affect so many older people. The programme is implemented in partnership with Lebanese local NGOs.

### **Job content and Relations:**

This post will be based in the HelpAge International project office in Beirut, Lebanon, with key relationships extending across the Lebanon based projects and with all partner organizations offices.

### **Key Tasks:**

- Develop and strengthen projects monitoring and evaluation framework and procedures
- Provide support to selected partner organizations to implement integrated programme monitoring activities with a particular focus on effectiveness and impact assessment.
- Conduct regular field visits to the project sites to ensure proper implementation of the project activities
- Support project staff for the proper use of monitoring tools
- Develop and maintain an updated data base
- Identify shortfalls and bottlenecks in the implementation of planned and propose recommendations and corrective measures as necessary
- Ensure coordination and collaboration among different partners towards effective and efficient M&E framework
- Advise on the implementation and management of flexible and simple lesson sharing methods at programme, national and international levels.
- Support and facilitate the participation of older people and relevant stakeholders

in various projects activities.

- Work with project staff to analyze, maintain and supply evidence emerging from project experience, and feed this back into future programming/projects.
- Make sure that partners provide timely and quality reports.
- Prepare report for all activities including trainings, led and/or supported by HelpAge.
- Provide necessary capacity building and training to HelpAge partners.
- Represent HAI at external meetings, including those initiated by HAI in the Regional Office and engage with external networks relevant to increasing the capacity of the organization to effectively demonstrate results and learning.
- Undertake any other duties as and when necessary to fulfil the objectives of the post and of HelpAge International.

## **PERSON SPECIFICATION:**

### **Education**

- BS degree in nursing, public health, health sciences, social sciences or any related field

### **Skills**

- Good monitoring and analytical skills with attention to details
- Good communication and interpersonal skills

### **Knowledge and experience**

- A min of 2- max of 5 years of experience in a related field
- Experience in designing and/ or using tools for needs assessment, data collection and data analysis
- Experience of production of project reports.
- Expertize in literature review
- Experience of working in a multi-disciplinary team
- Arabic Native speaker
- Good Command of English Language

The post-holder is expected to operate within all HelpAge policies and procedures.