

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Regional Head of Programmes</b>
<b>Location:</b>	Chiang Mai, Thailand
<b>Department:</b>	Asia Regional Office
<b>Job Grade/Salary:</b>	International-ISC
<b>Contract Length:</b>	3 years (with possible extension)
<b>Responsible To:</b>	Regional Director-Asia
<b>Responsible For:</b>	Country Directors, Regional Resource Development Manager, DRR and Humanitarian Regional Programme Advisors and Regional Project Manager
<b>Key functional relations:</b>	Head of Humanitarian Unit, Head of GTU
<b>Other relations in the region:</b>	Regional Programme Advisors (RPAs), Regional Finance Manager, Head of Network Development and Network members
<b>Other relations in HelpAge:</b>	Global Leadership Group members

### Key Relations with Other Regions:

The Head of Programmes, Asia Region, will be a member of the Global Leadership Group, comprising all global Heads of teams and Director level staff.

### BACKGROUND:

HelpAge International 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.

In Asia, HelpAge has achieved significant recognition and presence in key areas related to population ageing and the well-being of older people. As Secretariat of the Network, HelpAge in the region has developed the capacity to become a conveyor of thinking and action on population ageing and its social and economic implications. At the core of this network are the civil society members, a group of civil society organisations working with older people around the world. These organisations share a vision of a world in which all older people are valued, and lead dignified, healthy and secure lives. The Network in a wider sense includes Governments, policy makers, civil society, the private sector, academic institutions and -naturally- organisations of older people.

The Secretariat in the region has played a key role in this development, promoting not HelpAge as such but the network as a living, committed and productive organisation and movement. In Asia region, we do this through a combination of programme, policy and communications work focused on our core themes of social protection, care and disaster risk reduction.

In this context, the role of Head of Programmes in terms of direct management and management at senior levels is crucial to ensure quality, innovation, accountability and collaboration in programmatic development.

HelpAge International Asia Regional Office is based in Chiang Mai, Thailand. The Country Programmes in Nepal, Bangladesh, Pakistan, Myanmar and Vietnam are directly managed by the Regional Office, while support is given and linkages are built with other HelpAge network organisations throughout the region to ensure that the well-being of older people in the region is looked after and addressed in the context of population ageing.

## **JOB PURPOSE**

The Head of Programmes is responsible for providing strategic leadership in programme planning and implementation, as well as managing country programmes, resource development, humanitarian and disaster risk reduction staff and programmes in the Region. Jointly with the Regional Director, the Head of Programmes oversees the financial perspectives in the region. The Head of Programmes deputises for the Regional Director in his/her absence and is member of the global leadership team.

## **KEY RESPONSIBILITIES**

### **• Strategic Programme Leadership**

- Provide leadership in programme strategy and implementation both in development and emergencies context, overseeing implementation of programmes across the region;
- Ensuring coherence and added value between regional thematic initiatives and country programme work, undertaking reviews and promoting complementarity between regional and country strategic engagements;
- Contribute to regional strategic plans and initiatives alongside the Regional Director and Regional Programme Advisors;
- Develop a clear approach and coordinate technical support to countries and network, encompassing humanitarian and development contexts through links with Regional Programme Advisors, other institutional expertise and country programmes;
- Develop, jointly with the Regional and Country Directors, Head of Network Development and RPAs, partnerships with key Governments, international organisations, INGOs and other key regional bodies;
- Support the Regional Finance Manager in monitoring across the region to ensure that all work is implemented within agreed budget limits and cost recovery targets are met;
- Coordinate the elaboration of annual plans and the annual report for the region in close coordination with the Regional Programme Advisors and Country Directors;
- Lead on monitoring and evaluation of the programmes in the region;
- Ensure teams in the region benefit from tools, training, minimum standards and wider best practices;
- Work closely with Regional the Regional Finance Manager and the Regional Human Resources and Administration Manager, ensuring relevant, effective and efficient support systems to programmes in the region are in place.

- **Country Programmes**
  - Provide line management leadership to the HelpAge International Country Directors in Bangladesh, Myanmar, Pakistan and Vietnam
  - Line manage the Programme Representative in Nepal
  - Undertake programmatic review in the countries to make sure that the country teams are engaged and delivering across all areas of the organisational theory of change (Programme Delivery, Building Knowledge and Evidence, Strengthening Voice and Advocating for Change);
  - Ensure fundraising efforts at the country level are relevant, coordinated and strategic, including analysis of co-financing and cost recoveries;
  - Ensure close working relationships between regional and country offices, including strategic thematic work and compliance with financial and Human Resources and Administration policies and systems.
- **Resource Development**
  - Line manage the Resource Development Manager;
  - Support the Resource Development Manager to develop a comprehensive resource development strategy for the region;
  - Contribute to the development of new areas of work to diversify sources of funding, such as consultancy projects, consortium partnerships, and major donors;
  - Facilitate for capacity building and support to network partners on various resource mobilisation issues.
- **Humanitarian and DRR programmes**
  - Provide line management to the Regional Programme Advisors on Humanitarian and DRR;
  - Ensuring the delivery of quality, age inclusive Humanitarian and DRR programmes which recognise the unique needs, capacities and experience in older people.
- **Policy and advocacy work**

Represent and articulate key HelpAge programme and policy positions at key regional and global fora.
- **Other responsibility**

Be part of multifunctional team that can assume tasks or responsibilities that are not necessary defined in this job description. This requires adaptability and high collaborative team spirit.

## **PERSON SPECIFICATION**

The post holder will require the following competencies, skills and experience:

- **Essential**
  - Minimum 10 years of progressive experience in international development
  - University qualifications combined with substantial experience of international development and/or humanitarian work
  - Experience at having successfully designed or delivered strategies for programmes, country or regional offices at scale;
  - Proven leadership skills and the ability to manage, connect, 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;
  - 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 issues related to ageing (social protection, care and health, community based organisation, gender and disability);
  - Successful experience with fundraising and the ability to positively influence donors;
  - Experience in successfully developing networks and/or innovative partnerships around different social development issues;
  - Extremely strong communication, negotiation and representational skills and ability to work at a regional level;
  - Superior numeracy and information analysis skills;
  - Ability to engage with issues that are not always clear, seeking to discern and provide clarity;
  - Willingness and interest to work with a network focussed approach, engaging with, supporting and maximising on potential of network members;
  - Excellent in verbal and written communication skills in English, in particular regarding writing reports and proposals;
  - Process and outcome orientation, in line with organisational priorities;
  - Working with others, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if they occur;
  - Leading others by defining organisational and team's vision, supporting development of team members;
  - Self-management, by demonstrating integrity and credibility, leading by example, contributing to the team's success;
  - Innovative approach- ability to develop new initiatives, take risks and reject complacency;
  - Decisive, passionate and with a drive for high quality work;
  - Committed, knowledgeable and confident on the job.
  - Able and willing to travel extensively within the region.
- **Desirable**
    - Understanding and experience of humanitarian and development issues in the Asia region;
    - Previous experience working on ageing and related issues;
    - Knowledge of any language in Asia countries.

## NOTE

This job description is intended as a guidance and it may be varied from time to time in the light of strategic developments of HelpAge.