****

**JOB DESCRIPTION**

**Job title: Regional Humanitarian Health Programme Manager**

**Grade & salary:** ISB & £30,084 gross per annum, plus benefits

**Department: Programmes**

**Location:** HelpAge Regional Office in Amman Jordan, with frequent travel in the region

**Responsible to:** Regional Director

**Terms and conditions:** Fixed term, 1 year renewable, **accompanied post**

**Start date:** ASAP

**Functional links:** HelpAge International: Humanitarian Health and Nutrition Adviser (London); Country Directors and teams, affiliates and partners in the Middle East, Programmes Department (London),

**BACKGROUND**

HelpAge International is a global network of not-for-profit organisations with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge International network has more than 100 affiliates and 300 partners across more than 70 countries. HelpAge International has a secretariat with offices in London and Brussels, and six regional centres covering East/West/Central/Africa, South Africa, East Asia/Pacific, South Asia, Latin America/Caribbean and Eurasia/Middle East. HelpAge’s newly established Eurasia and Middle East Regional Office is based in Amman, Jordan.

UNHCR reports about 2.5 million Syrian refugees are registered or awaiting registration in the countries neighbouring Syria. The humanitarian response is hampered by a lack of disaggregated assessment data that identifies the needs of older people and people with disabilities. There is however sufficient secondary data to indicate there are significant numbers of older people and people with disabilities in Syria and amongst the Syrian refugees. UN population data on pre-crisis Syria shows 6% of the population (1.3 million) are aged 60 or over. A 2013 study by HelpAge International and Handicap International indicates the proportion of older people amongst Syrian refugees is 5% and that 14% of the refugees are affected by chronic disease. The scale of the refugee crisis is stretching the capacity of humanitarian actors to ensure and maintain quality assistance that address specific vulnerabilities and needs. The challenge is to ensure principled, inclusive and accessible humanitarian response for the most vulnerable.

HelpAge is implementing a new health programme for the management of Non Communicable Diseases (NCDs) amongst older people. Focused currently in Lebanon, this is a humanitarian intervention addressing diabetes and hypertension in Syrian refugees and Lebanese citizens. It is implemented in partnership with Médecins du Monde, AMEL, YMCA Lebanon and the Ministry of Public Health. Based on the success of the intervention, HelpAge aims to develop a similar programme of work in other countries in the Middle East including Syria. We also aim to introduce similar health work to our ongoing humanitarian response in Ukraine.

**GENERAL POSITION SUMMARY**

The Regional Humanitarian Health Programme Managerwill develop and manage HelpAge humanitarian health projects in the region. He/she will be responsible for developing new humanitarian health interventions and for implementing regional health advocacy strategies to ensure appropriate healthcare is available for older people, and for monitoring the impact of the strategies. There will be a particular emphasis on management of NCDs amongst older people. The programme will be developed and implemented in close coordination with HelpAge’s programme staff and affiliates across the region.

The Regional Humanitarian Health Programme Manager will strengthen the existing programme partnerships and create new ones with relevant agencies in the Region in order to ensure the inclusion of older people in the health response in humanitarian settings, in particular the regional Syria crisis and the conflict in Ukraine. S/he will initiate research projects to build evidence on older people’s health status and needs, and provide technical expertise on older people’s health in various fora.

The Regional Humanitarian Health Programme Manager will also be responsible for identifying donors and partners to ensure the programme continues for as long as it is needed. To this effect, he/she person will conduct needs assessments when and where required, liaise with donors and health partners in the region and develop concept notes and project proposals and budgets.

The successful candidate will be an experienced heath specialist with a proven track record of programme development and management and of working with and influencing high level stakeholders. He/she will be able to quickly develop a detailed understanding of the humanitarian situation in the region and the humanitarian infrastructure in place to address the changing needs of displaced, refugees and vulnerable populations.

A self-starter able to work autonomously and in a flexible manner, he/she will draw on existing policies and guidance and previous experience to develop a creative and innovative approach to improve the inclusion of older people in the humanitarian health response. An advanced understanding of needs analysis, and a capacity to effectively participate in and influence activities of working groups and build strategic relationships with national and international partners is also critical.

**JOB PURPOSE**

The Regional Humanitarian Health Programme Manager is responsible for providing strategic direction and overall management and supervision of the implementation of HelpAge’s humanitarian health programmes in the region.

**JOB RESPONSIBILITIES**

**1) Programme supervision and resource development**

* Develop HelpAge’s Ukraine and Syria crisis health response strategy and develop health programmes in crisis-affected countries in accordance with international humanitarian standards and principles and HelpAge policy and strategy.
* Oversee the management of the health programmes so that they meet stated objectives within the timeframe and budget, with specific attention to ensuring the quality and accountability of interventions.
* Conduct field assessments in crisis-affected countries in the Region, in order to appraise the possibility of expanding HelpAge’s health interventions, and working with new partners for improving the health of older people in humanitarian contexts.
* Provide technical support to HelpAge’s health staff working in the region in close partnership with partners and affiliates to ensure that the interventions comply with the regional health strategy as well as with international humanitarian principles and standards.
* Provide technical support regarding essential drugs for older people and health education on NCDs management for patients and health staff at primary health care level.
* Ensure data and evidence obtained through the programme activity is used effectively by HelpAge in regional advocacy and operational activity.
* Develop new health proposals in the region, and ensure strong donor liaison.
* Represent HelpAge in high level and strategic regional (and national) meetings involving humanitarian stakeholders in the health sector, in particular liaise and coordinate with governments (Ministries of Health), NGO health providers and UN agencies, such as WHO, UNHCR and the cluster system.
* Provide input and support into the development of HelpAge accountability procedures including feedback mechanisms for affected populations.

**2) Regional health strategy development and implementation**

* Design a regional humanitarian health strategy and develop a regional work plan for the inclusion of older people in the health response to the Ukraine and Syrian crisis. This will include priorities and targets, partners and allies, key messages, activities and approaches, resources and materials required, learning outcomes, and monitoring indicators. The strategy will be reviewed and updated regularly, incorporating any new opportunities along with reporting on advocacy issues.
* Provide technical expertise at regional level on the health needs of older people and health interventions for older people in humanitarian contexts. In particular, provide expertise on the management and self-management of NCDs (prevention, diagnosis, treatment and monitoring.
* Become the regional focal point for the older people in the health humanitarian sector, prioritising NCDs. Participate in the development of guidelines for the management of NCDs in older people.
* Promote the inclusion of older people’s needs in the health sector humanitarian response through active and regular participation in humanitarian coordination working groups.
* Build strategic relationships with key national and international humanitarian and development stakeholders and government bodies, to promote greater understanding and support for older people’s health needs in the region.
* Develop and support the development of evidence-based advocacy messages for the health sector, including secondary messages tailored for various target audience, in accordance with the regional advocacy strategy and work plan defined.
* Write policy health papers targeting national and international audiences, where necessary at short notice.
* Support health research and surveys conducted by HelpAge, and other partners to improve data that will support programme design, advocacy, training and awareness raising.

**3) Capacity strengthening**

* Participate in the design of training materials on the inclusion of older people in the health services, to strengthen the capacities of external stakeholders.
* Support humanitarian health agencies operating in the region to develop action plans outlining: objectives, commitments, activities and monitoring and evaluation indicators to improve the inclusion of older people in their services.

**4) Evidence, Learning, Monitoring and Evaluation**

* Based on the regional humanitarian health work plan, produce indicators for monitoring and evaluation including inputs, outcomes, and impacts.
* Define a transition and exit strategy, along with key indicators, for the humanitarian health activities.
* Document and share the outputs and outcomes of regional level engagement with HelpAge and its health partners at country, regional and HQ levels.
* Ensure that learning and good practice is documented and shared with HelpAge and its partners for dissemination to partners and affiliates at every level.
* Link and refer evidence and learning to humanitarian standards where relevant.
* Link and coordinate health and NCDs programming across the region, including emergency and non-emergency settings.

**PERSON SPECIFICATION**

**Essential**

* Medical doctor with a public health background.
* Master’s Degree in Public Health, International Humanitarian Programming or a related field or equivalent in experience.
* Sound knowledge and understanding of the health needs of older people and the treatment and management of NCDs in older people.
* Extensive experience of developing, managing and supporting health programmes at field level in humanitarian contexts, including remote management.
* Experience of development and implementation of needs assessment, research and data collection activities, including data analysis.
* Strong humanitarian policy and advocacy experience at international level, including experience in developing and implementing advocacy strategies.
* Demonstrable working experience with humanitarian INGOs and/or UN Agencies and a thorough understanding of their respective functioning.
* Thorough understanding of the humanitarian coordination system, its mechanisms and instruments.
* Experience of capacity building with a range of actors, including at senior level.
* Coaching approach to management with an emphasis on staff development and capacity building.
* Effective interpersonal communication and influencing skills (including with senior managers and government bodies) with the ability to develop global professional networks.
* Strong analytical skills.
* Understanding of humanitarian accountability standards and experience of operationalising standards in programming.
* Excellent written and verbal communication skills in English.
* Ability to work well within a team and with national and international partners
* Knowledge and experience of working in emergency settings.
* Experience of working in insecure or highly sensitive political environments.
* Able and willing to travel extensively in the Middle East region.

**Desirable**

* Working experience in the Middle East and/or post-Soviet countries.
* Excellent written and verbal communication skills in Arabic.