

Regional Head of Programs

- **Based in Amman, Jordan, covering Middle East, Eastern Europe and Central Asia**
- **Scope for flexible working hours**
- **Opportunity to work for a leading INGO working with and for older people globally**

By 2050, one in five people worldwide will be aged 60 or over, and HelpAge International is looking for an experienced and dedicated programme manager who is ready, willing and able to play a key leadership role in meeting the challenges of population ageing in every society. If you're looking to develop your career in an international organization committed to achieving transformative change and lasting impact for older people, and you want to work in a team with a great working environment, please read on.

Our employees have a wide range of benefits including 30 days' holiday (plus bank holidays), enhanced maternity and adoption pay and a generous employer pension contribution. We also actively support our staff with a variety of flexible working arrangements to help balance work and home life.

The organization

HelpAge International is a leading INGO founded in 1983 and an established partner working with funding from DFID, DEC and the EU as well as international foundations and consortia who support our work in humanitarian and development programming, advocacy and campaigning. Our 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 127 members working with older people in 77 countries.

Key Responsibilities

Strategic Programme Leadership

- Lead program strategy development on priority themes of social protection, income, health and care, for both development and emergencies contexts in the EME region and ensure that cross-cutting themes such as gender, disability and accountability are integrated in programme development and delivery.
- Ensure coherence and alignment between EME regional and country office strategic frameworks and plans.
- Coordinate and support HelpAge staff, network members, and partners to develop initiatives to advocate for improved services and support for older people and to enable older people to realise their rights.
- Coordinate technical support to country offices and network members for the design, delivery, and evaluation of humanitarian and development programmes.
- Represent HelpAge at key international and regional fora and build relationships for advocacy and influence on key issues affecting older people.
- Work closely with the Head of Finance and Operations to ensure relevant, effective and efficient operational support systems.

Programme Quality and Standards

- Act as a focal point for promoting, maintaining and upholding recognized standards of performance and quality in our programming (e.g. Do No Harm, Sphere, AdCap, Codes of Conduct, as well as HelpAge internal policies and guidelines).
- Support efforts to promote and build quality in programming by providing advice, information, training and tools, and represent EME as a member of the Global Leadership Team of HelpAge International, contributing to organizational efforts to improve quality programming.
- Support affiliate and partner organizations in meeting the needs of older people by identifying and developing effective programmes and engaging in policy and advocacy based on the evidence they produce.
- Lead the development of a regional plan to strengthen our approach to research, evidence and learning, internally and across the network and plan and deliver any investments needed in monitoring and evaluation systems.

Resource Mobilisation

- As a platform for engaging with donors and partners, define and develop regional programme approaches and articulate the added value/niche of HelpAge in humanitarian and development contexts.
- Support Country offices and units to design high quality projects, draw up donor proposals, and negotiate their funding and ensure that regional and country teams have clear resource mobilisation plans in place and efficient systems for mobilising resources.
- Develop and foster effective working relationships and partnerships with counterparts in global donor agencies, the UN, foundations, and the private sector.
- Work with and support network members on various resource mobilization issues.

Human Resources and Talent Management

- Identify and deploy technical expertise as and when required to country and regional programmes; identify opportunities to share and disseminate learning and experience
- Identify critical gaps and skills shortages in programmes and liaise with HR and other departments and offices of HelpAge International to address these.

Essential skills, knowledge and experience

The preferred candidate will be able to demonstrate:

Essential

- 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 approaches
- Strong communication, negotiation and representational skills applied in external situations working with e.g. local authorities, UN senior staff, INGO senior staff, donors and community representatives for a range of purposes, including negotiating donor contracts
- A clear strategic perspective and the capacity to think analytically and logically, and to solve problems independently
- Strong technical and professional expertise in one or more priority themes related to ageing; plus experience of integrating cross cutting themes in small and large programs alike
- Excellent written communication skills with a high level of proficiency in English (up to the level required for analysing complex written information, report writing, proposal development and reporting to donors)
- A comprehensive track record in conceptualizing and producing proposals and the successful design, funding, and delivery of humanitarian and development programs/projects within the timescales and to the budgets allocated
- Good understanding and relevant experience of humanitarian and development issues pertaining to the EME region
- Experience in successfully developing networks and / or innovative partnerships
- Able to travel independently within the region, and flexibility to work away from home office base as and when required (HAI operates a TOIL system for all employees).

Desirable

- Previous experience of working on issues of older persons a strong advantage
- Willingness and interest to work with a network-focused approach, engaging with, supporting and maximising potential of network members
- Language skills: in addition to English, Russian and Arabic an advantage
- Superior numeracy and information analysis skills
- Direct knowledge/experience related to Eurasia, Central Asia and Middle East region;
- Experience of securing income via commercial contracting, and/or other non-traditional sources.

To apply, please send an updated CV and a covering letter (maximum 2 sides A4) outlining how you meet the required criteria to EME- HRD email at: HelpAge-HR-eme@helpage.org

Closing date: 20th of July 2018

Start date: Aug.2018

This post is open to International and National Professionals with international experience

PLEASE NOTE: Applications without a covering letter addressing the key responsibilities and the essential skills, knowledge and experience required for the post will be disregarded.

HelpAge International is an equal opportunities employer. HelpAge International encourages older people and people with disabilities who can meet the minimum requirements of the post to apply.

HelpAge International is committed to providing our staff with continuous professional development, flexible working and opportunities to thrive within an inclusive and diverse environment. As part of our commitment to promoting gender diversity, we are a member of the [Business in the Community gender campaign](#).