

- **Regional Humanitarian Programme Manager**
- **Based in Amman, Jordan**
- **Scope for flexible working hours**
- **Opportunity to work for a leading organisation working with and for older people globally**

If you're looking to progress your career in a great working environment, please read on.

Our employees have a wide range of benefits including 21 days holiday (plus bank holidays), enhanced maternity and adoption pay, and 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 organisation

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.

Key responsibilities

Given the vortex of conflict and displacement that continues to affect the Middle East, and parts of Eurasia as well, humanitarian action is an important component of our programme of work in this region. The humanitarian programme manager will lead this work, supporting six country offices and a range of partners working with and for older people. He/she will help design and shape appropriate humanitarian interventions, coordinate a diverse range of organizations and responses, provide technical support to country office teams and network members and partners, and promote through training and advocacy the highest standards of humanitarian programming with an emphasis on assisting older people affected by crisis.

The **Regional Humanitarian Programme Manager** should ensure the proper implementation of the following key tasks:

Purpose:

- As part of the HelpAge global humanitarian team, to respond to large and medium-scale humanitarian crises by initiating, leading and supporting a humanitarian response with emphasis on assisting older people;
- To support and/or manage rapid needs assessments of older people's needs;
- To support and maintain emergency preparedness measures in HelpAge Country offices, HelpAge Network and our humanitarian partners
- To support the capacity development of national humanitarian NGOs (partners or network members) to respond to humanitarian emergencies;
- To promote global standards and policies in humanitarian action that support older people and ensure their inclusion and protection.

2) Humanitarian Programme Management and Support

- Work closely with HelpAge's global and country teams and partners to plan, assess, initiate, deliver, monitor, and report on emergency responses to humanitarian crises that are timely and relevant for older people;
- Support the analysis of assessment data and collaborate in the development of appropriate responses that target the specific needs of older people;
- Build capacity amongst HelpAge staff and partners in the design and implementation of rapid needs assessments, data management, inclusion monitoring, and MEL frameworks;
- Support HelpAge Country offices to maintain their emergency preparedness, including with the development of scenario based response plans;
- Support country offices and units to design high quality projects, draw up concept notes and project proposals, and negotiate with donors for their funding;

- Represent HelpAge and promote improved standards of humanitarian support for older people in relevant humanitarian coordination structures (clusters and working groups) at local and regional fora.
- Contribute to the development and monitoring of strategic and annual plans of HAI, as well as national and regional humanitarian response plans and needs overviews.

3) Support to HelpAge country offices and network members

- Strengthen and build the capacity HelpAge staff or partner teams to deliver HelpAge's humanitarian response including in planning, preparedness, rapid needs assessment, programme and project design, service delivery, data management, MEL, accountability, and reporting;
- Provide on-going technical support to field teams (HA staff, network members and partners) for engaging in global, regional, and national opportunities for advocacy, policy influence, and to promote awareness of the critical needs and roles of older people.

4) Monitoring and learning

- Work with HelpAge country teams to develop indicators, monitoring plans and evaluations for the humanitarian response;
- Support learning and evidence gathering in HelpAge emergency programmes and collaborate with the humanitarian policy team to ensure that good practice and outcomes are documented and shared within HelpAge and with other humanitarian actors;
- Support the development of policies, best practice guidance, programming tools and training materials in close cooperation with other HAI departments and hubs.
- Any other duties as may be assigned

Essential skills, knowledge and experience

The ideal candidate will have:

Essential

- Substantial experience and proven record of initiating and leading a rapid and effective humanitarian response in recent major humanitarian crises;
- Experience developing and implementing rapid needs assessments in humanitarian contexts;
- Experience developing and implementing accountability and MEL systems in humanitarian contexts;
- Knowledge of recent innovations in needs assessment and data management/analysis;
- Good programme management and leadership skills;
- Proven track record of emergency preparedness and a understanding of emergency preparedness processes;
- Experience working in networks and consortiums particularly with smaller local platforms and organisations;
- Experience in building team and partner capacity by providing training, technical advice, and other support;
- Documented experience in preparing annual plans and successful funding proposals;
- Strong understanding of the humanitarian coordination system, humanitarian standards and principles, and humanitarian accountability initiatives;
- Demonstrable skills in advocacy, negotiation and diplomacy including the ability to influence policy and practice in the humanitarian sector with a wide range of actors and audiences;
- Able to work independently and as part of a team;
- Ability to be flexible in adjusting work plans and priorities in response to external opportunities;

- Demonstrated ability to think strategically, to analyse complex information and offer creative, practical and effective solutions;
- Good technology background and experience with using digital technology including digital needs assessments;
- Excellent written and verbal communication skills with an ability to distill large amounts of information for a variety of audiences;
- Able and willing to travel, sometimes at short notice, and to live in difficult environments and living conditions when necessary;
Fluent spoken and written English.

Desirable:

- Experience or working knowledge of ageing and the issues facing older people in humanitarian crises
- Working knowledge of MS ACCESS Database
- Working knowledge of other languages including Arabic, Russian, French.

How to apply

Qualified candidates to submit their CVs along with a covering letter to the below email:

HelpAge-HR-eme@helpage.org

Closing date: 07th of June 2018

Start date: Jul.2018

This post is open for both International and National Professionals

Applications who does not include a covering letter will be disregarded

HelpAge International is an equal opportunities employer.

HelpAge International encourages older people and people with disabilities from those who possess 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](#)