

## JOB DESCRIPTION

<b>Job Title</b>	<b>Regional Programme Adviser- Disaster Risk Reduction and Humanitarian Response</b>
<b>Location</b>	Chiang Mai
<b>Department</b>	Asia Regional Office
<b>Grade &amp; Salary</b>	International/ISB
<b>Responsible to</b>	Head of Programmes
<b>Responsible for</b>	Some task management of project staff in country offices
<b>Contract Length</b>	2 years (with possible extension)
<b>Key functional relationships</b>	Regional Head of Programmes, Regional Technical Advisers, Head of Network Development, Country Directors, Regional Resource Development Manager, Global Technical Unit and Humanitarian Teams in London.
<b>External</b>	Donors (ECHO, DEC, OFDA); UNOCHA, UNISDR and other major DRR and humanitarian actors

## 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 across the world. HelpAge International harnesses the expertise and reach of its global network to shape the ageing agenda for the 21st century, and to accelerate the way governments, communities and businesses adapt to challenges of population ageing.

In Asia, the network has achieved significant recognition and presence in key areas related to population ageing and the well-being of older people. Our approach includes direct implementation of programmes, as well as collaboration and cooperation with our broader Network. In operational terms, HelpAge has four country offices: Bangladesh, Myanmar, Pakistan and Vietnam. HelpAge also supports programmes led by our Network Members across the region, including in Cambodia, China, India, Indonesia, Nepal, the Philippines, and Sri Lanka. HelpAge's broader Network collaboration includes working with civil society actors, governments, policy makers, academics, international organisation, and the private sector.

In the context of Disaster Risk Reduction and Humanitarian work, in recent years have seen a sharp increase in political, environmental and climate-related shocks, with often profound effects on development programmes. Responding to humanitarian needs and addressing and reducing risk is seen as integral to our programme and significant progress has been made in developing awareness,

understanding and skills in this area. In 2016 the strategic decision to lead the global DRR and Resilience work from the Asia region was taken by HelpAge and its network.

## **JOB PURPOSE**

The Asia Regional Office is based in Chiang Mai Thailand, where there is a team of Regional Programme Advisers, providing technical leadership in a specific sector. The Regional Programme Advisers have 8 key functions:

1. Providing cross-country technical support to country offices and network members;
2. Project management, as defined thematically or geographically;
3. Network development in their thematic area of geographic area of responsibility;
4. Regional advocacy and representation in their technical field and their geographical area of responsibility;
5. Resource development in their technical field, in collaboration with Regional Resource Development Manager;
6. Knowledge management in their technical field;
7. Team based support for other sectorial work of the regional or global offices;
8. New initiatives and contribution to other areas of work in the scope of multifunctional approaches.

The Regional Programme Adviser – DRR and Humanitarian Response specifically will be responsible for regional leadership of HelpAge's emergency preparedness and humanitarian responses, and provide global leadership to the Disaster Risk Reduction portfolio. This includes offering high quality technical advice, training, capacity building and engagement in national, regional and global advocacy and policy work. A core element of the role will be to oversee the initial phases of regional humanitarian responses.

The post-holder will be based in Chiang Mai. He/she will be required to spend at least 30-40% of the time providing hands-on support to HelpAge and network partner staff in the region.

## **KEY RESPONSIBILITIES**

- Providing technical advice in inclusive and integrated Humanitarian Response, DRR and Resilience to HelpAge, network members and implementing partner staff;
- Lead regional emergency preparedness implementation and initial phase of humanitarian responses.
- Developing and delivering a regional advocacy and policy influencing strategy promoting inclusive and integrated programmes and representation of the HelpAge network in national, regional and global forums
- Supporting programme and project design and delivery, particularly of training and capacity building for community based organisations, HelpAge and network partners' staff, implementing partners and third-party organisations;
- Supporting project and programme monitoring, evaluation and learning in collaboration with country staff;
- Facilitate HelpAge's global working group on DRR and Resilience

## PERSON SPECIFICATION

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

- **Essential:**
  - Understanding of international development and disaster risk management, climate change, and humanitarian interventions;
  - At least 10 years of experience in project management in the field of DRR and humanitarian responses, preferably in Asia;
  - Strong technical knowledge in community based organisations, disaster risk reduction and disaster risk management at grassroots levels;
  - Essential work experience and proven knowledge of DRR/humanitarian issues and challenges in context of countries within Asia region;
  - Capacity to design project concepts, draft project outlines, proposals and budgets;
  - Proven ability to influence others to advance towards successful outcomes, including government, UN agencies and donors through successful advocacy;
  - Experience and capacity in developing research and learning work
  - Experience in strategic planning and reporting;
  - Fluent in English with strong writing and organisation skills;
  - Ability to work in multi-cultural, multi-ethnic teams;
  - Ability to travel extensively at short notice.
  
- **Desirable:**
  - Knowledge and experience working with older people's issue;
  - Experience working international network, globally or in the context of Asia.