

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Regional Programme Advisor-Humanitarian</b>
<b>Location:</b>	TBC within Asia region
<b>Department:</b>	Asia Regional Office
<b>Grade &amp; Salary:</b>	International/TBD
<b>Contract Length:</b>	2 years (with possible extension)
<b>Responsible to:</b>	Head of Programmes
<b>Responsible for:</b>	N/A
<b>Key functional relation:</b>	Country Directors
<b>Other relations in the region:</b>	HelpAge network in the region, Regional Programme Advisors, Regional Head of Network Development, Regional Resources Development Manager, international organisations and relevant government bodies.
<b>Key relations with Other regions:</b>	Relevant Humanitarian and Emergency teams in other regions.
<b>Other relations in HelpAge:</b>	Humanitarian and Global Technical Unit teams in London.

## 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.

The HelpAge Global Network has strong roots in global civil society organisations and enormous potential to expand its existing collaboration to form much wider partnerships influencing positive changes for societies in the context of population ageing and for older people themselves.

Harnessing the expertise and reach of a recognised global network presents the best opportunity to shape the ageing agenda for the 21st century and accelerate the way that governments, communities and businesses adapt to ageing and the challenges of population ageing.

We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people.

In Asia, the network has achieved significant recognition and presence in key areas related to population ageing and the well-being of older people. 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. For this purpose, the network is understood in a double perspective: a

group of mainly civil society organisations and a large number of other organisations, including governments and policy-makers, academics, international organisations, private sector and-gradually- organisations of older people themselves. The relations between the “core” and extended group are dialectical; they feed from each other. Thus, the network is in process of becoming a movement with a sense of direction that needs to be maintained.

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. The HelpAge International Asia Regional Office is based in Chiang Mai, Thailand. The work in the region, mainly supporting network organisations, is carried out through country office, network partners, consortia and other different collaborative approaches.

In the scope of network development, HelpAge works on four global actions related to the well-being of older men and women (Income, Health and Care, Secure Lives and Voice).

HelpAge’s humanitarian strategy in Asia has three pillars. The first focuses on the delivery of humanitarian assistance and protection to meet the needs of older men and women. The second is based on influencing and directly supporting mainstream humanitarian actors to promote greater inclusion of older people. The third pillar is to consider older people, especially younger olds, as a resource able to contribute in all stages of emergency responses.

## **JOB PURPOSE**

Regional Programme Advisors provide technical leadership in one area in addition to having country and project management responsibilities. The Regional Programme Advisors 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 Advisor-Humanitarian specifically will be responsible for strategic leadership of HelpAge humanitarian response work in the Asia region, offer high quality technical support on emergency work to country offices and the network, lead in development and management of emergency programs, represent HelpAge in regional and global technical forums

and develop strategic partnerships in programming including DRR, resource development and advocacy.

Reports to the Regional Head of Programmes, the Regional Programme Advisor-Humanitarian will:

- I. Lead the humanitarian response programme in Asia region ensuring timely delivery of high quality assistance for older people;
- II. Work collaboratively with the Regional Programme Advisor DRR and Country Directors to strengthen capacity across the region to identify and respond to the needs of older people in the emergencies of humanitarian crises when they occur;
- III. Actively participate and contribute to HelpAge's engagement with external humanitarian stakeholders to ensure commitments to and accountability for the delivery of ageing inclusive humanitarian policy and practices in the region.

Considering the varying time requirements on emergencies in a given year, this position may be required to dedicate time to work on emerging issues or other team priorities that might develop while maintaining reasonable levels of work related to preparedness.

## **KEY RESPONSIBILITIES**

In the overarching scope of promoting inclusion of older men and women as well as promoting the active engagement of older people as a resource, the following responsibilities are highlighted.

- **Leadership**
  - Providing organisational leadership to HelpAge International's humanitarian work in Asia region and establishing clear cross-organisational mechanisms to engage different country programmes in disaster preparedness and humanitarian response;
  - Leading the development of an organisational humanitarian strategy that will protect the rights and address the needs of older people affected by humanitarian crises across our priority sectors; health and care, ageing and development, social protection, community organisation, food security/cash, policy and advocacy;
  - Develop capacity of country programme teams, network members and partners to deliver high quality multi-sectoral humanitarian responses in line with the HelpAge emergency framework;
  - Lead the development of emergency preparedness capacity in identified high-risk countries to ensure HelpAge country programmes are able to maintain high levels of response preparedness in line with ALERT Standards and deliver appropriate responses.
- **Programme development and implementation**
  - Initiate and oversee the implementation of HelpAge's humanitarian programmes in Asia region in line with the HelpAge emergency response framework. This will involve developing and monitoring responses to longer-term emergency situations as well as reacting to rapid onset emergencies;
  - Collaborate with Country Directors and the country programme teams for delivering and supporting humanitarian response, including response planning, logistics, procurement, budget management and communications;

- Provide overall leadership to large-scale humanitarian operations when required, including coordinating initial response, remote management of staff and oversight of programmes across the region;
- Provide strategic oversight to ensure that HelpAge field teams and network members are able to benefit from appropriate technical tools, standards and guidelines to support quality humanitarian response for older people.
- **Network Support and Coordination**
  - Build relationships with network members, government authorities, donors, local and international humanitarian agencies to effectively position HelpAge as the leading organisation for ageism issues in Asia with humanitarian interventions as the core;
  - Work with other Regional Programme Advisors and Regional Head of Network Development to develop the HelpAge regional networks to include members who are able to deliver programmes, and those who want to build their capacity in ageing inclusive humanitarian policy and practice;
  - Ensure network members have direct access to information from HelpAge’s humanitarian responses to support their ability to understand the situation and contribute to the response (e.g. through funding or deployment of staff);
  - In collaboration with the Regional Resource Development, support specific network members and country offices to participate in humanitarian coordination and raise funds in their countries for HelpAge Asia and network members for humanitarian projects.
- **Policy and Advocacy**
  - Working with the Regional Programme Advisors, Country Directors and other relevant HelpAge staff, contribute to the development of HelpAge policy and advocacy positions, and disseminate policy and practice developments to the wider humanitarian community;
  - Represent HelpAge in policy and advocacy forums in Asia region to contribute to HelpAge’s efforts to ensure older people’s needs are recognised and addressed in humanitarian policy and practice;
  - Liaise with organisations outside HelpAge in order to present HAI’s strategy and activities.
  - Provide support to country offices to ensure their consistent engagement with humanitarian coordination systems (clusters, etc.) in support of influencing greater inclusion of older men and women in wider humanitarian response activities;
  - Ensure that HelpAge represents its humanitarian programmes and policy in an effective manner in all external forums.
- **Capacity Building and Learning**
  - Establish systems for institutional learning from HelpAge’s humanitarian programmes and disseminate the results throughout the HelpAge across the region, network and externally;
  - Oversee and ensure capacity is built amongst HelpAge staff and partners in emergency preparedness using HelpAge’s ALERT emergency preparedness system;
  - Enable and support the Humanitarian team in country offices to build capacity amongst HelpAge staff and partners in the design, implementation and monitoring of humanitarian response programmes.
- **Resource Development**

- In collaboration with Regional Resource Development Manager, provide leadership to fundraising initiatives in emergency and post-emergency environments and provide input into the drafting and submission of concept notes and project proposals to donors;
  - Establish relationship with key donors and support country offices in identifying and developing donor relationships, including with the UN coordination mechanisms.
- **Other Responsibility**  
Be part of a multifunctional team that can assume tasks or responsibilities that are not necessarily defined in this job description. This require adaptability and high collaborative team spirit.

## PERSON SPECIFICATION

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

- **Essential**
  - Degree in any relevant field with at least five years of experience in humanitarian project management or emergency response projects;
  - Professional qualification in humanitarian/development studies would be desirable;
  - Substantial experience in initiating and managing humanitarian emergency responses including rapid needs assessment and programme design;
  - Experience in strategic planning and implementation;
  - In-depth knowledge of preparedness and contingency planning for emergency response
  - Skilled in providing advice and support to programme teams and building staff and partner capacity;
  - Able to create and maintain networks and positive, productive working relationships with other organisations and institutions;
  - Strong commitment to humanitarian values, law and principles and familiarity with humanitarian standards;
  - Ability to promote organisational learning through analysis, research, report writing and dissemination of information;
  - Experience of policy development, dissemination and advocacy;
  - Excellent understanding of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management;
  - Successful experience of engagement with institutional donors (DFID, ECHO, OFDA, UN pooled funds, etc.);
  - Experience of managing a diverse team of managers and advisory staff including overseeing at a distance;
  - Experience of working with and through partners in emergency response;
  - Excellent interpersonal skills, including experience of negotiation with a wide range of organisations at different levels and with a high level of cultural sensitivity;
  - Excellent command of written English, in order to be able to prepare guidelines, training materials and other resources;
  - Able to travel at short notice throughout the year.
- **Desirable**
  - Knowledge and experience working with older people's issues;

- Experience working with international networks, globally or in the context of Asia.

**NOTE**

This job description is intended as a guidance and should not be viewed as inflexible situations as it may be varied from time to time in the light of strategic development of HelpAge programme objectives.