

JOB DESCRIPTION

Job Title:	Regional Program Manager- Grants & Fundraising
Job Grade:	National/ Expatriate Unaccompanied
Preferred Location:	Nairobi with extensive regional travel
Contract Length:	Three years contract
Responsible to:	Regional Head of Programmes
Responsible for:	Project Officer and Two Fellows. Consultants from time to time
Key Relationships:	Africa Regional Programme, Policy, Finance teams and country offices in Africa region, Head of Institutional Fundraising, Resource Development team in London, Network members and partners in the region,

Background

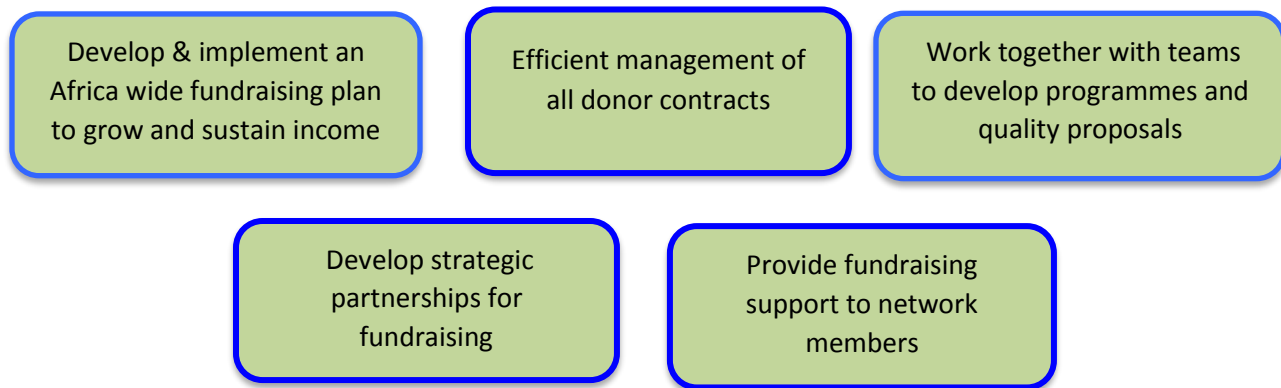
HelpAge International (www.helpage.org) is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. 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– including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

In Africa region we will deliver this through a combination of programme, policy and communications work focused on our core themes of social protection, health and care.

HelpAge International is going through a period of exciting organisational change, looking at positioning itself robustly as an organisation that works with and influences through a strong network of organisations. One of the key changes is having reduced number of regions and countries globally where HelpAge has full operational presence. Accordingly, two regional offices in Africa have been combined into a single regional office (located in Nairobi), and a corresponding regional management/ technical structure that provides Africa wide overview and leadership. A process for staff re-organisation and transition has been ongoing since September 2016 and will be completed before March 2017. Through much of 2017, the Africa team will work together to shape the network of partners on the issue of ageing as well as review and reposition engagements (as necessary) to effectively deliver the organisational theory of change.

Job Impact: The role of Programme Manager- Grants & Fundraising is expected to impact and influence in the following critical areas



KEY TASKS AND RESPONSIBILITIES

Strategic Leadership

- Work with HelpAge International in the region and the RD team in London to review and implement funding strategies to meet agreed funding objectives and targets.
- Regional leadership in the development and implementation of HelpAge policies, systems and tools in fund raising and grants management
- Ensure countries and the Regional Center develop resource development strategies which are regularly reviewed, updated and implemented
- Effective coordination of staff in HelpAge departments and network partners towards effective fundraising and grants management.
- Conduct research and analysis of donors in the region to increase understanding of the donor environment in Africa as well as long-term perspectives and preferences.
- Map and identify Network Members - in consultation with the Head of Network Coordination & Development – who could complement HelpAge work in any funding opportunity.

Proposal Development

- Coordinate with the regional team, country office staff and network partners for submission of innovative and high quality proposals.
- Support regional staff and country programmes to continuously manage donor networking process and liaison, ensuring that HelpAge's profile and influence is increased across the donor community at national and regional levels.
- Lead in identification of funding opportunities and support programme, network and technical staff directly or indirectly in preparation of funding proposals.
- Represent HelpAge externally in the region by contributing to improved networking with other organizations on funding issues, sharing learning and jointly exploring programme opportunities.

Contract Management & Donor Servicing

- In coordination with key staff manage proposal development and awards management systems to ensure timely planning, follow up and donor reporting (eg. Funding chart, Contract Management System/CMS).
- Work closely with the Research, evidence and learning unit to ensure that learning generated from the project is adequately captured in donor reports.
- Facilitate capacity building of staff and Africa network partners in grants contract management

PERSON SPECIFICATIONS

<p><u>Senior Management</u></p> <ul style="list-style-type: none"> - Past experience working in a similar capacity at a regional level - Extremely strong communication, negotiation and representational skills and ability to work at a regional level - Superior information analysis skills - Knowledge of key funding issues and donor priorities in the region 	<p><u>Technical/ Job Related</u></p> <ul style="list-style-type: none"> - Significant experience in fundraising in a competitive environment and niche issue - Experience of leading donor engagement and consortium building - Ability to work with a team of technical leaders working on priority themes of health & care and Social protection - Good understanding of project design, project cycle management log frame development. - Demonstrable experience and knowledge of major bilateral donors, Trusts & Foundations and a wide range of charities. - Significant experience of working with at least 2 of the major donors prioritized by HelpAge (EU, ECHO, BPRM, DfID and UN Agencies). - Skills to train and support partners in developing resource mobilization strategy and the techniques of fund raising. - Proven track record in contract management and donor servicing - Strong numeracy skills, with understanding of budgets and spreadsheets
<p><u>Behavioral Competencies</u></p> <ul style="list-style-type: none"> - Results Orientation towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work - Working with others, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs - Leading Others by defining organisational and team's vision, supporting development of team members - Self-Management, by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills 	<p><u>Others</u></p> <ul style="list-style-type: none"> - Ability to engage, seek and provide clarity and deliver on issues that are not always clear - Willingness and interest to work with a network focused approach, engaging with, supporting and maximising on potential of network members - Language skills

TERMS OF REFERENCE

REGIONAL FOCAL PERSONS- GENDER, DISABILITY AND ACCOUNTABILITY

HelpAge International, Africa region is currently looking for staff members who are interested and able to take on the role as focal points for (1) gender, (2) disability and (3) accountability. These themes are identified as organizational priorities and relevant policy frameworks and guidelines have been developed for the same. While having full time dedicated persons delivering on these roles will be useful, these are not expected to be full time roles, but rather an opportunity for staff to provide leadership on issues they have experience on and are interested in. However, the focal points will be able to include delivery of this role within their performance objectives and thereby committing time and effort in delivery of the same. The person will also be able to interact with across a cross section of the organizational leadership within the region and UK office to share information as well as to influence on broad policy issues concerning the theme.

Some of the broad responsibilities as focal points involve the following.

- Understanding of the relevant organizational guideline/ framework
- Discussing ways in which the issue is currently being looked at/ integrated in organizational priorities
- Identify specific activities/ approaches that can be implemented to ensure integration of the issues
- Develop and work with a group of champions within the country teams and network members on the issues
- Provide broad guidelines to teams on ways in which issues can be integrated
- Organize and coordinate training for staff
- Scheduling calls within the region to discuss the issues and updates
- Providing a report every 6 months (format and metrics to be developed)

Person Requirement

- Demonstrable past experience on the specific issue
- Knowledge on various organizational 'good practices' on integration of the issue
- Ability and willingness to coordinate with team members within the region and provide team members with technical support necessary
- Passion and personal interest to further the issue within the region
- Ability to influence others through support, sensitisation and factual advocacy