

JOB DESCRIPTION

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| JOB TITLE: | Regional Programme Manager – Protection & Inclusion of Refugees and IDPS (Re- advertisement) Open to Nationals of Ethiopia and Uganda |
| Contract Length: | One and half (1.5) years with possibility of extension |
| RESPONSIBLE TO: | Country Director- Ethiopia or Uganda /Matrix relationship with Technical Team Leader |
| DUTY STATION: | Ethiopia or Uganda (In country of Nationality) |
| RESPONSIBLE FOR: | Technical Support of Project Managers in three countries (Ethiopia, South Sudan and Uganda) |
| KEY RELATIONSHIPS: | Africa Region Director; Country Director and Project Managers; Head of Operations Ethiopia/ Uganda, Key London program, fund-raising and operations staff |

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 together 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 is currently looking for a Regional Programme Manager for a programme entitled '**Advancing the rights and protection of conflict-affected older South Sudanese migrants in Ethiopia, Uganda and South Sudan**', a three-year EU-funded project under the European Instrument for Democracy and Human Rights (EIDHR). It is multi-country and regional project implemented by HelpAge International, in collaboration with local partner organisations: URAA - The Uganda Reach the Aged Association, EEPNA - The Ethiopia Elderly and Pensioner's Association, and SSOPO - South Sudan Older People's Organization. The project takes a rights-based approach and seeks to address the rights and protection gaps experienced by older South Sudanese migrants in all three target countries as well as regional level through actions with African Union and other regional organisations involved in supporting actions for displaced persons. The project envisages to "Strengthen the operational and institutional capacities of duty bearers, Civil Society Organisations (CSOs) and Older People's Associations (OPAs) to implement effectively the international and regional instruments regulating the rights and protection of South Sudanese migrant older populations in Ethiopia, Uganda and South Sudan". Older women and men will benefit from the awareness raising efforts, and among others from support in exercising their rights through legal aid service provisions.

Overall Purpose of the Job

Overall responsibility for the management and coordination of the action (e.g. project reporting, technical guidance on protection and inclusion of older persons, M&E processes, budget oversight etc.) including supporting and managing relationships with implementing partners, creating alliances with pertinent stakeholders (government, UN organisations, AU and other INGOs in the project locations) and ensuring all activities are implemented effectively across the countries.

JOB RESPONSIBILITIES AND KEY TASKS

Strategic Leadership

- Provide leadership to the quality implementation of the project 'Advancing the rights and protection of conflict-affected older South Sudanese migrants in Ethiopia, Uganda and South Sudan'
- Analyse the protection issues in each country and provide a framework for addressing them
- Ensure reporting against HelpAge corporate strategy and indicators
- Represent the programme and HelpAge in relevant regional organisations such as the AU, UNHCR, and coordination forums

Programme and Budget Management

- Lead in development of robust project management structure to guide key staff (within HelpAge and partners) in the three countries
- Provide regional leadership to the quality implementation of project deliverables in a timely manner within approved limit of resources
- Provide technical guidance and support to in-country project managers
- Conduct constructive supervision to implementing partners, and address technical and operational issues in collaboration with the pertinent staff/ team members
- Develop a detail budget plan together with the in-country project managers and work with Finance team to monitor the pace of the budget burn-rate, including adherence to donor requirements
- Ensure reporting requirement to the donor is met in a consistent manner
- Ensure that project managers are conversant with project planning and management tools, and use the same in a consistent manner

Partner support and coordination

- Establish relevant coordination, discussion and decision steering forums involving all implementing partners
- Provide relevant technical and programme management information and guidance to partners
- Ensure information, communication and M & E systems for the programme are designed and delivered in sync with partners
- Coordinate all programmatic, financial and contractual aspects in relations to the implementing partners

Advocacy and Communications

- Review of existing platforms and strategically define the advocacy strategy for the project
- Advocate and influence governments and humanitarian actors in the respective countries to include the needs of older people, and working with implementing partners to develop capacity on the same
- Analyse contextual information in the three countries and the advocacy messages from time to time to emerging needs

Representation and Other

- Represent HelpAge in local, regional and international forums, including the media to highlight on rights, protection needs and capacities of older people

- Actively identify and seize opportunities for influencing policies and strategies in the humanitarian sector
- Attend and actively represent on high-level forums of pertinence on rights in humanitarian context

Person Specifications

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| <p><u>Senior Management</u></p> <ul style="list-style-type: none"> - Proven leadership skills and the ability to manage, motivate and inspire a diverse regional operations team - At least 5-7 years' experience in an international NGO preferably a regional position with a multi-cultural setting - Extremely strong communication, negotiation and representational skills and ability to work at a regional level - Past experience of developing collaborative partnerships with other organizations - Experience of managing and supporting teams working remotely/ from distant - Ability to think strategically and analyse information in a meaningful manner | <p><u>Technical/Programmatic</u></p> <ul style="list-style-type: none"> - A strong understanding of rights based programming and protection issues in conflict as well as protracted emergency setting - A strong understanding and commitment to core humanitarian standards, principles, instruments, frameworks and protocols, and codes of conduct that govern humanitarian action - Experience in Humanitarian Advocacy and influencing - Strong project and budget management experience, including use of planning and performance monitoring tools - Reasonable experience of working with wide range of donors including DFID, UN organisations, EC, and other institutional and private donors - Experience in managing partners and ability to provide guidance and develop capacity of field staff on the same - An advanced degree in humanitarian law, international development, social studies and any other related field |
| <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 - Previous experience working on issue of older persons a strong advantage - Willingness and interest to work with a network focussed approach, engaging with, supporting and maximising on potential of network members - The ability to travel at very short notice period and for extended periods to difficult environments, often in very basic living conditions - Language skills |