

JOB DESCRIPTION

Position	:	Country Director, Kenya
Location	:	Nairobi with frequent travel within Kenya
Reports to	:	Africa Region, Head of Programmes
Responsible for	:	Country Programme Staff (5-6/ programme, HR, finance and operation staff)
Contract length	:	2 years (renewable)
Relations with Others	:	Regional Office staff, Regional Management Team, Regional Leadership Group, Country Directors in the region, UK HQ staff

Background

HelpAge International's vision is one of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. HelpAge is an international network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries. The Africa Regional office works with a range of partners across East, Southern and Western Africa region to deliver HelpAge International's Theory of Change by undertaking Programme Delivery, Learning and Evidence, Voice and Accountability and Advocating for Policy Change. Priority themes for the Africa region for strategy period will be actions geared towards supporting older men and women's access to social protection/income security and adequate health and care in both humanitarian and development contexts.

Kenya, a country of approximately 38 million people has about 1.8 million older people. The Government of Kenya over the years has been developing various policies and programmes aimed at improving the wellbeing of older persons and has the potential to play an important role within Africa and international forums advocating for older people's rights. Significant portions of Kenya's population will continue to require emergency food assistance in the coming years faced with recurrent drought and poverty.

In Kenya as one of the four operational countries for the Africa region, HelpAge has been working closely with various ministries of the Government of Kenya and organisations of older people to develop relevant policy framework with focus on social protection and emergency response in particular for communities affected by drought and food insecurity. Since 2008 HelpAge has been implementing the rights and accountability components of the Hunger Safety Net Programme, funded by DFID and coordinated by the Government of Kenya, that targets cash transfer to vulnerable individuals in 4 counties- Turkana, Marsabit, Wajir and Mandera (<http://www.hsnp.or.ke/index.php/as/governance-structure>).

HelpAge continues to play a pivotal role in supporting the declaration of universal pension that the GoK has made in recent months that will entitle older people 70 years and above across the country with a universal pension.

HelpAge International is supporting the development of a national network of organisations of older people working in different parts of the country supporting the visibility and amplifying the voices of older men and women in its work.

Overall Job Purpose

The Country Director will have an overall responsibility for strategic management, program development, leadership on policy and advocacy, fundraising, financial management, security and operations management of the Kenya Country Programme in compliance to HelpAge global and regional relevant policies and procedures.

Key Duties and Responsibilities

1. Strategic Management of the country programme

- Lead in the development, implementation and periodic review of Kenya Country strategy, ensuring it is aligned to HelpAge's Theory of Change and regional and global Strategic direction and priority thematic areas covering social protection/Income Security, health and care and humanitarian interventions
- Spearhead the development of the Country's annual plans and budgets in accordance with set guidelines and procedures

2. Programme Development and Management

- Provide guidance to project managers in designing programmes within the priority thematic areas
- Ensure quality output of the Kenya Country Programme by maintaining oversight on implementation of programme activities and promote positive donor relations
- Develop partnerships with other national and international organisations to coalesce around strategic issues of common interest and benefit from joined up approaches to leverage opportunities for resource mobilisation and deepening impact to older men and women in Kenya by enhancing HelpAge's niche, technical competence, prior donor experience and geographical presence.
- Ensure compliance to internal processes such as annual planning, mid-tem reviews, annual reporting, strategic planning and reviewing and other organisation wide initiatives through the effective leadership and coordination with country teams and regional management teams.
- Identify potential local partners and spearhead capacity building interventions for new and existing partners to support the development of local network partners
- Facilitate training and capacity building initiatives for staff and implementing partners to ensure quality project outputs

3. Resource Development

- Develop, implement and monitor a country specific resource mobilization and fundraising strategy
- Lead in fundraising efforts for the country and ensure targeted fundraising from institutional, UN, private and corporate donors.

- In liaison with Regional Grants and Fundraising Team, identify fundraising opportunities and guide in the development of quality proposals to build and diversify the country's resource base
 - Keep abreast with trends within the region and Kenya specific to guide fundraising initiatives and donor profiling
 - Meet and establish relations with existing and potential donors to build strong fundraising networks
- 4. Monitoring and Evaluation**
- Oversee monitoring and evaluation of country strategic plan, partnership and programme activities
 - Ensure proactive documentation of learning and best practices within various projects to guide future project designs
 - Regularly travel to the field to assess progress of programme activities
- 5. Advocacy, Communication & Information**
- Establish local, private and public partnerships to influence policy and advocacy in the country
 - Spearhead lobbying and advocacy initiatives in consultation with the regional network, advocacy and communications team
 - Establish relevant media and communication networks and increase visibility and positive profiling of the Kenya Country programme
 - Motivate and support staff to input into regional and global periodic publications and participate in the dissemination of these materials to different stakeholders
- 6. Representation**
- Represent and manage in country relations with relevant government ministries, media as well as local and international organizations
 - Represent HelpAge International in high profile conferences, workshops and other relevant forums to build organizational profile and ensure profiling of Older People's issues in the country and within the region
- 7. Operations Management**
- As a member of Regional Management Team (RMT), participate in RMT meetings providing country updates and support the advancement of HelpAge's regional strategy
 - Ensure compliance of programme expenditure as per donor guidelines and HelpAge's policies and control procedures
 - Ensure security of staff and assets of the country programme by having Security Management Plans and SoPs and regular security updates in place and orient teams and visitors to Kenya country programme as appropriate.
 - Work with the country Finance Manager in the annual statutory audit and other donor compliance project audits for the country Programme
 - Ensure periodic verification of inventory and management of assets in line with relevant policies
 - Perform a periodic review of accounts for accuracy and adherence to policies
 - Oversee implementation of human resource policies and procedures in the country programme

- Oversee recruitment and development of talent
- Oversee performance management of staff and put in place a capacity building plan

Extent of Authority

The post holder is authorised to make decisions within the framework of the agreed annual plan and budget and approved project proposals. The post holder is expected to operate within all HelpAge International policies and procedures.

Person Specification

- Master's Degree in social sciences, Development Management or related field or equivalent
- Understanding of ageing issues and past experience working on the same a distinct advantage
- Knowledge and engagement in social protection programming and policy advocacy an added advantage
- At least 7-10 years' experience in managing a country office in a national or international INGO in diverse culture and socio-economic context
- Demonstrable experience in strategic planning, programme development and management of complex, multi-stakeholder interventions
- Direct experience of project appraisal, assessment, monitoring and evaluation methodologies
- Demonstrable experience in establishing networks with governments, private and public sector entities as well as development agency
- Demonstrate experience in preparing funding proposals for a range of donors
- Commitment and ability to foster and support capacity building in own staff and of national partners, including experience of managing teams across different sites
- Fluent written and spoken English and the ability to write clear reports for a wide range of audiences
- Strong interpersonal skills with the ability to influence, communicate and negotiate with a wide range of people and organisations at all levels with tact, diplomacy and sensitivity to cultural differences
- Numeracy and ability to prepare and monitor budgets and accounts
- Ability to undertake necessary travel in country