

JOB DESCRIPTION

Job Title	:	Country Director, Mozambique/South Africa Cluster
Location	:	Maputo with frequent travel within the country and the region
Reports to	:	Head of Programmes- Africa region
Responsible for	:	Senior Country Team members (appx 6 persons)
Contract length	:	3 years (with possibility of renewal/extension)
Relations with Others	:	Regional Director, Regional Office staff, Regional Management Team, UK HQ staff and network members, SA Office Representation

Background

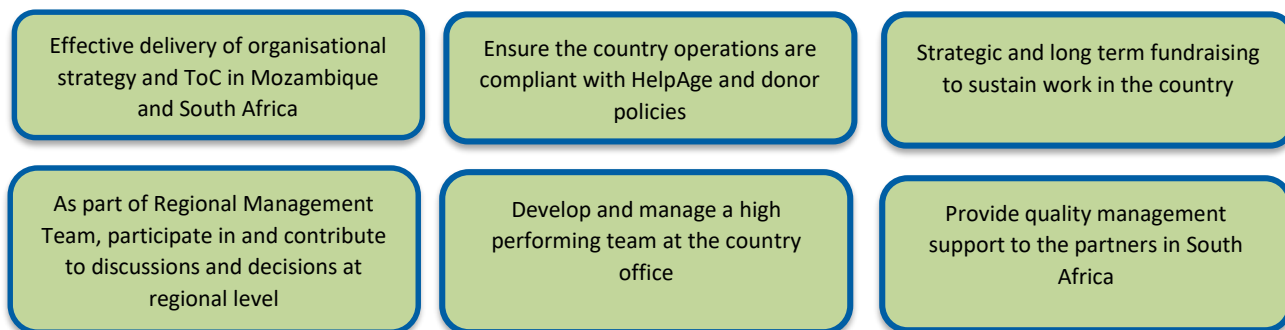
HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

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 the Africa region we deliver this through a combination of programme delivery, policy influencing and evidence and knowledge building in accordance with the four strands of our organisational Theory of Change ensuring the centrality of the network and voice of older men and women. Our key thematic priorities for the Africa Region are Social Protection and Health and Care.

HelpAge International has been working in Mozambique since 1998 and has built up a network of partners across the country and strong links with various departments of the Government. Mozambique has a number of social safety programmes that includes support to older men and women and these have led to stronger partnership with both government and donors that have been supporting social protection programmes in the country. Work in Mozambique has also been delivered through a number of partners to improve health outcomes for older people.

Job Impact

The role of the Country Director - Mozambique, South Africa Cluster is expected to impact and influence in the following critical areas.



SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

1. Strategic Management of the country programme

- Lead in development, implementation and periodic review of Mozambique/South Africa annual plan, ensuring it is closely aligned to HelpAge’s regional strategic direction and thematic priorities
- Make sure the country engagements are critically analysed against the pillars of the HelpAge global Theory of Change (ToC) and steps are taken to ensure programmes adhere to the ToC
- Build a unique value proposition for HelpAge in Mozambique and South Africa, focused on key thematic issues of social protection, health and emergencies, and voice and accountability for older men and women. Position HelpAge well with the communities, Government of Mozambique, donors and other INGOs in the country
- Actively participate in various regional meetings/ forums to discuss wider issues of organisational relevance both external and internal
- Engage closely with partners and network members in Mozambique and South Africa making sure they receive technical and organisational development support as appropriate. Make sure the learning and achievements both in Mozambique and South Africa are harnessed for regional advocacy and learning.

2. Programme Development and Management

- Provide close guidance and support to project managers in the design of thematic priorities and programming options
- Ensure programmes deliver on targets and outcomes by maintaining oversight on programme quality and standards and implementation of activities within agreed timeframes and budgets, with significant emphasis to promote learning
- Develop partnerships with other national and international organisations to coalesce around strategic issues of common interest and benefit from each other’s competence in terms of technical issues, donor experience and geographical presence
- Ensure timely generation of country reports (quarterly, half year and annual reports)
- Ensure compliance of the country programme with various HelpAge guidelines and orientation of the team on the same
- Identify potential local partners and spearhead capacity building for new and existing partners
- Facilitate training and capacity building initiatives for staff and implementing partners to ensure quality project outputs

- Line manage the South Africa Country Representative and ensure he/she receives support to discharge his/her role as the team leader of the country team
- 3. Resource Development**
- Develop, and implement 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
 - Keep abreast with trends within the region and country specific to guide fundraising initiatives and donor profiling
 - Meet and establish relations with existing and potential donors to build strong fundraising networks
 - Work closely with the regional office to maintain overview of regional issues/ donor opportunities for joint country programmes
- 4. Monitoring and Evaluation**
- Oversee monitoring and evaluation of country strategic plan, partnership and program activities
 - Ensure proactive documentation of learning and best practices within various projects to guide future project designs
 - Regularly travel within the country to assess progress of program activities
- 5. Government Engagement, network development, communication**
- Analyse various Government and donor priorities and policies in the country and participate in discussions on these to ensure issues of older person are represented well.
 - Work with network members to facilitate further development of an effective national ageing network that works on the rights of older persons. This includes supporting the organisation in their fundraising and on-going discussions on organisational governance.
 - Ensure regular and quality communication messages highlighting issues of older persons and HelpAge's programmes are shared (news stories, blogs, twitter and stories etc).
 - Observe/celebrate various international and national days (e.g. International Day of Older persons) profiling issues of older persons and supporting our global campaigns on specified dates.
 - Facilitate country staff to input into various regional and global periodic publications and dissemination of these materials to different stakeholders.
- 6. Representation**
- Represent and manage in country relations with government ministries, donors, media, UN as well as local and international organizations.
 - Represent HelpAge International in high profile conferences (AU, UNECA, SADC) and other relevant regional and sub-regional workshops to build organizational profile and increase the visibility of population ageing in various policy and research forums.
- 7. Operations Management**
- As a member of RMT, participate in regular RMT meetings providing country updates and contribute to various strategic discussions.
 - Ensure compliance of programme expenditure to donor guidelines and HelpAge policies and control procedures.

- Ensure security of staff and assets of the country programme by having Security Management Plans and Standard Operational Procedures (SoPs) in place and orientation of the teams.
- Work with the country Finance Manager in the annual statutory audit and other donor compliance project audits for the country Program
- 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 program
- 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 Specifications

- Masters Degree in social sciences, Development Management or related field or equivalent
- Understanding of ageing issues and past experience working with organisations or issues of older people will be a distinct advantage
- At least 7-10 years' experience in country program management in a national or international INGO
- 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 Portuguese with 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 organizations 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