

JOB DESCRIPTION

Job Title	:	Emergency & Recovery Programme Manager
Location	:	Kigoma, Tanzania
Reports to	:	Country Director, Tanzania
Responsible for	:	All emergency field staff
Contract length	:	October to August, 2018

Background

HelpAge International is a global network striving for the rights of disadvantaged older people to economic and physical security; healthcare and social services; and support in their care-giving role across the generations. In Africa, HelpAge has a network of more than 60 partner organizations. Our vision is of a world in which all older people fulfil their potential to lead dignified, healthy and secure lives.

HelpAge's strategic aim for its emergency work is that older people are targeted in plans and activities of African governments and humanitarian organisations in emergency preparedness, response and recovery programmes. The Africa Regional strategy specifically aims to ensure that the needs, rights and contributions of older people are responded to and included in the disaster risk reduction strategies and emergency response of governments and humanitarian agencies.

Overall purpose of the job

Emergency Programme Manager is responsible for the design, planning, implementation, management and administration of HelpAge International's humanitarian programme in the refugee camps and host communities in Kigoma Tanzania. Taking a leading role in engaging international humanitarian community in Kigoma in the protection and assistance of People with Specific Needs (PSN) including older people in the current chronic crisis and, building the capacity of national staff members and local implementing partners to take the role in humanitarian programming and implementation for sustainability. The Emergency Programme Manager is a key member of the senior management team in Tanzania and will participate actively in the Country Management and other strategic country meetings.

Key Responsibilities

Strategic Focus

- Ensure that all refugee programme activities are firmly situated within the established humanitarian framework for response and therefore in close collaboration with the relevant local authorities, UN agencies such as UNHCR, WFP and other local and international organizations that are operating in the area.
- Ensure staff meeting at Kigoma level are conducted regularly and taking appropriate actions.

- Represent HelpAge and taking a lead to maintain coordination and networking relationships with the government, donors and other national and international humanitarian and development actors in Kigoma and other neighboring regions affected by the refugee crisis

Programme Management

- Take lead in the planning, implementation and reporting of refugee Humanitarian programme and associated interventions in the host community in line with existing HelpAge policies and frameworks and donor regulations.
- Ensure that all humanitarian programmes integrate best community approaches, DRR, resilience programming, gender sensitivity and capacity building into all activities as appropriate.
- Establish and maintain effective work plans, programme reporting, monitoring and evaluation (lessons learned) systems for both internal and external use.
- Develop humanitarian programme operational procedures, systems and programme guidance at Kigoma Region level and ensuring staff compliance.
- Provide leadership in the budget management for the humanitarian programmes and ensure that activity budgets are tracked; ensuring timely spending within budget limits and providing corrective budget management reviews and oversights as appropriate.
- Take lead in programme review and providing practical solutions to address the programme needs.

Emergency Planning and Response

- Actively participate in emergency preparedness, planning and response initiatives
- Ensure programming is integrated into the overall programming cycle for all humanitarian interventions
- Support the development of in-country emergency strategy with strong focus on humanitarian programmes, taking into consideration resilience programming and DRR.
- Participating in high level inter-agency emergency assessment and initial response initiatives, providing strong focus on the immediate and unique needs of the older persons affected by emergencies.

Proposal Development

- Assisting in the identification and research into new humanitarian programme opportunities.
- Ensure all programmes are evaluated and learning and recommendations applied in subsequent design of programmes
- Support the design of high quality concepts notes, proposal and budgets for emergency response in the camps and development programme in the communities that host refugees.
- Take lead in the identification of programme/project funding gaps and support the development of quality proposals and ensure timely submission to respective donors
- Participate in the development of the in-country fund raising strategy with strong focus on humanitarian work and policy issues for the rights of older person and their immediate family members.

Staff Management and Capacity Development

- Responsible for local staff management in Kibondo, including recruitment development, guidance in their activities, and capacity building and ensuring that HelpAge's staff handbook complies with Tanzania Labour law
- Ensure timely application of organizational procedures (including inductions, relevance of job descriptions, objective-setting, performance evaluations and received of job descriptions, objective setting, performance evaluations and received constructive feedback on performance staff reviews form)
- Responsible for all aspects of international staff management in Kigoma including annual leave, job review and security within HelpAge's policies. It includes international staff professional development and guidance in planning, implementation and evaluation of their programmes as well as identifying capacity building opportunities as they arise.
- Provide supportive supervision, coaching and mentorship to humanitarian programmes staff in order to attain desired organizational goals and objectives.

Coordination, Representation and Advocacy

- Develop and maintain positive working relationships with all programme actors including community leaders, NGO's, UN agencies and other HelpAge sectors to enhance cooperation and coordination.
- Ensure that information from coordination meetings is shared internally and with other sectors as appropriate
- Represent HelpAge in humanitarian programmes coordination forums and other sector working groups as appropriate and ensure that HelpAge mandates are clearly communicated.
- Lead in advocacy and lobby within the coordination working groups on inclusion of ageing issues in the humanitarian programming for other agencies and government

Staff and Organization Property Security management and Tracking

- Responsible for staff security, HelpAge International property and general security monitoring as per HelpAge's security policies and procedures, including abiding by the humanitarian evacuation guidelines in Kigoma.
- Liaising with security focal points within humanitarian community, including UN
- Ensure that staff are trained on security issues within the humanitarian framework

HelpAge International policies and Standards

- Ensure that all staff sign to and abide by the established HAI protection policies and code of conduct for working with older persons, including abiding by the international principals and standards.

Other

- To participate in the activities of the HelpAge as directed by the Country Director including representing HelpAge Country Programme in the Regional Emergency meeting and supporting establishment of older people structures in Kibondo and Kakonko districts.

PERSON SPECIFICATION

Essential

- A degree in Social Studies or Conflict Management/DRR or any other related field
- Substantial technical and managerial experience in programme design, implementation and monitoring of substantial humanitarian assistance programmes in Africa, with at least 3 years in the field.
- An understanding of key technical issues in one or more areas of humanitarian protection, livelihoods and food security, health, nutrition and HIV, resilience, disaster preparedness and recovery.
- An understanding of work in conflict areas, and the concepts of conflict sensitivity, conflict reduction and conflict resolution at community level.
- A strong understanding of and commitment to international humanitarian principles, standards and instruments, frameworks and codes of conduct that govern humanitarian work.
- Experience of developing and/or implementing donor and beneficiary accountability frameworks.
- Experience of proposal development, compiling and managing substantial multi-donor budgets in adherence to value for money principles.
- Excellent evidence gathering, analysis and communication and advocacy skills in English, both written and verbal.
- Excellent networking and representation skills and ability to work flexibly (with tact and diplomacy) at the highest level to lobby and advocate for inclusion of older people's issues in policies, strategies and programmes and also to work with local partners to support their capacity and their engagement in humanitarian work.
- Demonstrable staff management skills and experience.
- Experience of work in an advisory capacity, in training and capacity development.
- The ability to travel at very short notice and for extended periods to difficult environments, often in very basic living conditions.
- Strong interpersonal skills and ability to work as part of a team

Desirable

- A developed understanding of intergenerational dependency issues