

JOB DESCRIPTION

Job Title	Emergency Response Manager
Location	Home based.
Department	Asia Pacific Regional Office
Grade & Salary	International/ISB
Responsible to	Regional Programme Manager- DRR and Humanitarian Response
Contract Length	2 years starting January 2020 (with possible extension)
Key functional relationships	Head of Programmes APRO and Head of Humanitarian Team (London hub)
Other functional relationships	Regional Technical Advisers, Regional Directors, Regional Resource Development Manager,
External	Donors including MACP and other major DRR and humanitarian actors

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 across the world. HelpAge International harnesses the expertise and reach of its global network to shape the ageing agenda for the 21st century, and to accelerate the way governments, communities and businesses adapt to challenges of population ageing.

Recent years have seen a sharp increase in political, environmental and climate-related shocks, with often profound effects on development programmes. Responding to humanitarian needs and addressing and reducing risk is seen as integral to our programme and significant progress has been made in developing awareness, understanding and skills in this area.

The purpose of a HelpAge humanitarian response is that, with our network members and partners, we ensure older men and women, including older people with disabilities and their carers, have meaningful, dignified and safe access to life-saving humanitarian services. HelpAge's humanitarian work intends to achieve the following objectives:

- Objective 1: HelpAge maintains a "Response Ready" (Emergency Preparedness) in 15 high risk countries where HelpAge has the capacity to respond to any humanitarian crisis
- Objective 2: HelpAge Humanitarian response reaction time is reduced to within 48 Hours
- Objective 3: Our humanitarian responses are consistent and influential in bringing relief to affected older women and men through the implementation of the HelpAge's integrated older people response model
- Objective 4: Based on information from older people, provide effective "technical solutions" to the humanitarian actors within the appropriate clusters/sectors to implement a humanitarian response that meets the needs of affected older women and men
- Objective 5: Based on the evidence from our response advocate for policies and practices that ensures inclusion of older men and women in humanitarian response
- Objective 6: Humanitarian capacity building of Regional Hubs and Network Members

HelpAge's approach is based on: the centrality of protection and inclusion; sustainable health services; wrap around service delivery; and cash provision as chosen modality in our response. In addition, the approach is anchored on a focus on gender and diversity, community-based monitoring, HelpAge humanitarian partners, and a commitment to support humanitarian capacity building of regional hubs and network.

In essence, HelpAge International seeks to play the role of catalyst where through appropriate solution based advocacy it will support network members, service providers, clusters/sectors and authorities to adapt their activities so that they include and meet the needs of older people.

JOB PURPOSE

Emergency Response Manager will be responsible for supporting country offices, partners and network members for emergency preparedness, capacity mapping, monitoring of humanitarian crisis, needs assessment, response planning emergency response, monitoring and reporting. This includes offering capacity building and mentoring, resource mobilisation, systems development, as well as engagement in humanitarian policy work. When required, the role will be to oversee the initial phases of humanitarian responses.

The post-holder will be home-based in the Asia region or work from APRO (Thai national).

He/she will be required to spend about 30-40% of the time providing hands-on support to HelpAge and network partner staff in the region on capacity building for preparedness and supporting RNA-OP, implementation of emergency response, monitoring and reporting.

KEY RESPONSIBILITIES

- Lead and where appropriate (or required) provide technical support, capacity development and engage with the country office/partners/network members to design and deliver an appropriate humanitarian response which are in line with our humanitarian approach
- Monitoring the humanitarian risk and provide information to region and HuT
- Ensuring mapping of inclusive emergency response projects in close cooperation with network members and country offices
- Managing Global Emergency Fund (GEF) grants to grantees in APRO
- Supporting development and implementation of emergency response projects for HelpAge offices, network members and implementing partners
- Providing technical advice in inclusive and integrated Humanitarian Response to HelpAge offices, network members and implementing partner staff, as well as external actors (based on influencing strategy)
- Leading and supporting the initial phase of humanitarian responses in collaboration with relevant HelpAge Network members, partners and Country offices
- Leading project and programme monitoring, evaluation, learning and reporting in collaboration with country, network members and/or implementing partner staff

PERSON SPECIFICATION

The post holder will require the following competencies, skills and experience:

- Experience of humanitarian emergency response management and Rapid Needs Assessments;
- Understanding of humanitarian standards including SPHERE, Core Humanitarian Standards and Humanitarian Inclusion Standards;
- Demonstrable experience in project management in humanitarian responses, preferably in Asia;
- Capacity building, facilitation and networking skills;
- Strong technical knowledge in community based organisations, disaster risk reduction and disaster risk management at grassroots levels;
- Demonstrable experience working with network of organizations on humanitarian preparedness and response;
- Experience of emergency preparedness and understanding of the emergency preparedness process;
- Experience working in networks and consortiums particularly with smaller local networks and organisations;

- Strong commitment to promote inclusion of older people and people with disability into humanitarian response;
- Capacity to design project concepts, draft project outlines, proposals and budgets;
- Proven ability to influence others to advance towards successful outcomes;
- Experience and capacity in developing research and learning work
- Experience and understanding of inclusion and protection
- Fluent in English with strong writing skills;
- Ability to work in multi-cultural, multi-ethnic teams;
- Ability to travel extensively at short notice.
- A commitment towards the following; working to our values, equal opportunities, respect and dignity, health and safety and data protection.