JOB DESCRIPTION

Job Title	**:**	Knowledge Management and Learning Coordinator
Location	**:**	Either Ethiopia, Kenya, Tanzania or Mozambique
Reporting to	**:**	Regional Programme Manager- Research, Evaluation & Learning/ Matrix managed by the Programme Manager- Social Protection
Contract Length:		Three years' contract
Key relationships:		Regional Director, Head of Programmes, Country Directors, Country Representatives, Partners, Regional & Country Programme Managers, Global MEL Technical Adviser/s, Regional and Global Communications Teams

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 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 the Africa region we deliver this through a combination of programme, policy and communications work focused on our core themes of income security/ social protection & health and care and respond to emergencies.

Job Impact

The role of Knowledge Management and Learning Coordinator is expected to impact and influence in the following critical areas.

Work closely with the RPM-REL to develop and roll out a region wide M & E, and Knowledge Management strategy	Support the effective management of the M & E tasks within the Irish Aid funded AFFORD-II programme in line with the Results Framework	Prepare and disseminate high quality learning materials on social protection, health & care and humanitarian work
Support the preparation of various internal reports for the region as required	Support the Regional Director and Head of Programmes (HoP) with strategic information and data	Support programme teams in development of learning ideas and review of proposals

SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

Strategic M & E Systems for the Africa region

- Work with the Regional Programme Manager - Research, Evaluation and Learning to develop a region wide strategy focussed both at the level of output as well as outcome/ impact of HelpAge's work

- Support the regional and country teams to develop M & E and learning strategies and roll out the same. Ensure adherence to organisational accountability and programme quality framework/ policies

- Ensure relevant Accountability materials are available to contribute to the organisation's ability to meet the International Aid Transparency Initiative requirements.

- Supporting project planning of learning design activities to ensure that resources are allocated in advance and work is in line with project outputs, with milestones created and progress tracked.

- Work with the Regional Programme Manager - Research, Evaluation & Learning and consult other technical advisors to develop a list of key indicators (Core Indicator Bank) for each of the priority programme themes/ sub themes. Ensure the 'signed off' indicators are shared with and understood by all staff, and used for all projects/ programmes

- Participate in regional forums and share highlights emerging from programme themes

- Develop partnerships with organisations focussed on issues such as data systems and demographic research

- Participate in all longer-term regional research and learning efforts and make sure there is complementarity between these and project based learning

Promotion of a culture of learning

- Support the development of a Learning and Knowledge Strategy for the region and country programmes focussed on the key thematic priorities of Social Protection, Health & Care and humanitarian work.

- Work closely with programme managers to agree on priorities and ensure every new programme includes learning outcomes and support these during programme design, proposal writing, budgeting and subsequently in rolling these out.

- Contribute to the development of annual plans and reports and other biennial and time bound plans for specific outcome areas and provide leadership in ensuring learning as a strategy and commitment is effectively planned for and tangible results are included in the annual targets.

- Prepare high quality learning documents on identified themes by supporting the capturing of best practices and outcomes from learning initiatives, with the project managers in the region.

- Collaborate with HelpAge's learning teams on the various platforms, tools, templates and resources.

- Promote learning and knowledge sharing through the HelpAge's operational processes and strengthening links between knowledge sharing and information systems.

- Review proposals to ensure they include clear learning targets and have resourced them

M & E support to regional programmes and other strategic projects

- Design a programme wide M & E system for the AFFORD II system in line with the Results Framework and clearly identify data collection systems and approaches and provide capacity support to all country M&E staff

- Design and implement a baseline study for the AFFORD-II programme in consultation with country and regional teams and ensure the baseline data is used consistently to monitor and report progress

- Analyse all information pertaining to the AFFORD II programme and work with country teams to support in the development of the necessary donor reports

- Collate/ Prepare regional reports related to internal reporting (e.g. quarterly and annual reports) working closely with HoP and PM REL.

- Further the use and application of digital data collection and analysis systems in information collection, and management of data. Develop partnership with external organisations focussed on the same. Undertake training of staff in digital data systems and creating CoP to support this.

Information and data support to RD and HoP

- Prepare strategic briefs and other resource materials (eg. presentations, information packs) to be used by Regional Director and HoP in internal and external forums

- Provide information on strategic learning arising out of programmes that require external sharing and feed into advocacy efforts

Person Specifications

Working with teams	Technical/ Programmatic
- Experience in working at a regional level and with team members located at regional office, countries, partner organisations etc - Extremely strong communication, negotiation and representational skills and ability to work at a regional level - Ability to work effectively across thematic areas and geographic locations to effectively promote a culture of documenting, learning	- Proven experience of designing and implementing MEL and knowledge management strategies - Knowledge and experience of using range of M & E approaches in data collection and analysis - Excellent facilitation skills and experience in use of participatory methodologies - Knowledge of digital data systems and application - Excellent skills in data management - Proven ability to contribute to and develop organisational learning objectives and development of learning strategies and materials

and disseminating learning	- Ability to develop learning briefs taking from programme outcomes tailored to policy audiences
	- Experience in preparation of high quality visuals capturing learning and in a simplified manner
	- Past experience of developing collaborative partnerships with other organisations, research/ academic institutions etc
	- Knowledge of donor learning priorities on specific programme themes
Behavioral Competencies	**Others**
- **Results Orientation** towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work	- Ability to engage, seek and provide clarity and deliver on issues that are not always clear
- **Working with others**, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs	- 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
- **Leading Others** by defining organisational and team's vision, supporting development of team members	- High level spoken and written English language skills
- **Self-Management,** by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills	