

JOB DESCRIPTION

Job Title	:	Programme Coordinator (PC), HelpAge International Mozambique
Location	:	Maputo, with frequent travel within the country and the Africa Region
Reports to	:	Country Director - Mozambique
Responsible for:		Programme Team and Implementing Partners
Contract length:		12 months (with possibility of renewal/extension)
Relations with Others:		Country programme Team (including programme implementing partners), Head of Programmes - Africa Region, relevant Regional Office, and HQ staff and network members

ALL APPLICANTS MUST HAVE THE EXISTING RIGHT TO WORK IN MOZAMBIQUE

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. We aim to extend the reach and influence of the HelpAge Global Network and all those in a position to help bring about our vision for older persons, including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

In Mozambique 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 women and men. Our key thematic priorities for Mozambique 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 include 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.

HelpAge International in Mozambique is going through a period of exciting programmatic and thematic changes, looking at positioning itself robustly as an organisation that works with and influences through a strong network of partners, affiliates and Stakeholders.

Consequently, HelpAge in Mozambique seeks to hire a Programme Coordinator (PC) whose critical roles will be the supervision and support of all of HelpAge's programme activities, and, together with the Country Director (CD), lead the strategic development of the country programme. Working under the supervision of the CD and liaising with the Regional Resource Development Team, pursue new programme and funding opportunities that will advance the country strategic plan. The post holder will also offer high quality technical support to our partners and institutionalise learning by partners and network members. They will ensure strategic cohesion of/between our two priority thematic areas (Social Protection and Health & Care) and align our project and thematic results to achieve greater impact for older Mozambican women and men.

JOB IMPACT:

The role of Programme Coordinator – Mozambique, is expected to impact and influence in the following areas:

- Effective management of country programmes/projects in line with HelpAge's organisational priorities
- Strengthen HelpAge's programme strategies, programme quality, partnerships and accountability in accordance with organisational and donor compliance requirements.
- Scale up and offer high quality technical support to implementing partners and network
- Strategic and long-term fundraising to grow country impact and contribute to the development of the same at regional and global levels
- Drive learning and improve programme quality by partners and network
- Ensure existing projects are effectively implemented, adhering to critical organisational programme quality and standards as well as specific donor requirements

JOB RESPONSIBILITIES AND KEY TASKS

Strategic Leadership

- Provide leadership in programme strategy development on priority themes of Social Protection, and Health & Care, both in development and emergencies contexts
- Support the CD in the strategic growth and direction of the country programme as a member of the Senior Management Team (SMT).
- Ensure organisational learning

Programme Design, Funding and Development

- Together with the CD, identify strategic fundraising leads and concepts and identify and nurture funding opportunities to ensure adequate resources are secured
- Ensure the provision of high quality technical support in the implementation of two projects, one in Social Protection and the other in Health and Care, and ensure capacity building to all partners by managing all internal and external technical assistance, including swift composition and deployment of skilled staff during emergencies
- Support/oversee partner project coordinators in the delivery of all projects in accordance with grant agreements, objectives and milestones, timeframes and on budget
- Responsible for oversight of programme activities budget; support partner organisations to accurately and efficiently manage their individual projects and grants. Ensure monthly Budget vs Actual and detailed implementation plan meetings are held with partners.
- Ensure the integration of HelpAge's Step Changes into design and implementation, including Network Development, Humanitarian Action and the promotion of Older People's Voices.
- Be the lead in the preparation of timely and high-quality progress reports and donor reports.

Monitoring, Evaluation, Accountability and Learning

- Oversee **Monitoring, Evaluation, Accountability and Learning** systems to measure achievement and progress toward national and global programme goals and results, and with the CD, drive learning and improve programme quality
- Use MEAL data to support the CD in making informed decisions about future programming and development.
- Along with the MEAL coordinator at Regional Office, identify, develop and oversee operational and analytical research, coordinate the publication and dissemination of results and ensure that research informs advocacy
- Ensure our programme delivery is accountable to older women and men, and other stakeholders through the establishment and management of effective accountability mechanisms and processes.
- Ensure learning by country programme from relevant internal and external thematic trends and best practice.

- With the CD and thematic leads at Regional Office, ensure engagement in relevant national and global networks/platforms to profile HelpAge's objectives.

Advocacy and Communications:

- Be willing to rally government's mother ministries/institutions, other CSOs and Older Person's Associations in supporting and fulfilling the HelpAge Network's Global Advocacy Objectives
- Support CD in leadership, vision, strategic direction and management of advocacy and ensure that advocacy is an integral part of HelpAge's Theory of Change and strategic planning.
- Along with the CD, position HelpAge as the leading organisation for older men and women's issues in Mozambique, with the promotion of older people's rights at the core of the advocacy work.
- Ensure advocacy coherence at local, national and global level and reinforce strong and effective synergies between programmes and advocacy to maximise HelpAge's impact, especially ensuring evidence and best practice inform advocacy

Emergency Preparedness, Response and Management:

- Support the CD in ensuring the Inclusion and Protection of affected older women and men in timely responses to emergencies, consistent with benchmarks highlighted in HelpAge's Regional Humanitarian Programme Offer.
- During emergencies, in coordination with partners, SMT and Regional Humanitarian Coordinator, maintain consistent and coherent engagement in key governmental and inter-agency emergency preparedness and response coordination mechanisms including INGC

Staff Management, Mentorship, and Development:

In future recruitments;

- Support the CD in developing a new country structure that will take forward the re-freshed strategy for the period to 2020 on priority thematic areas
- Develop a culture and focus on quality in the programme team and ensure appropriate staffing, the recruitment, training, and promotion of staff as appropriate
- Manage the programme team through effective use of HelpAge's Performance Management System; regular evaluation of direct reports; provision of coaching, mentoring and other individual staff developmental opportunities
- Ensure that all programme staff are aware of, fully understand and sign HelpAge's safeguarding policies and procedures, including, but not limited to the Code of conduct.

PERSON SPECIFICATIONS

- **Minimum of 7 years' experience**, preferably in an INGO environment, including experience in implementing programmes for the Most Vulnerable Groups (MVGs) in development and emergency contexts in Mozambique
- Proven experience in designing, supervising and implementing multi-thematic programme delivery strategies at national level
- Native Portuguese speaker (or equivalent fluency and prior experience studying or working in a Portuguese-speaking country)
- Proven fluency in written and spoken English (Essential)
- Excellent communication skills (written and spoken) in Portuguese and English
- Excellent writing skills with ample proven experience writing reports, funding proposals and other documentation relevant to the work of HelpAge International
- Demonstrated leadership and management skills of multi-thematic programmes
- Significant experience in leading strategic planning and in programme design and proposal development, with a track record of securing funds/opportunities
- Strong understanding of different methodologies of monitoring and evaluation and operational research and experience in developing integrated MEAL systems
- Ability to effectively establish a learning culture within an organization
- Experience in successfully establishing and managing collaborative relationships and partnerships with donors, local partners, and government stakeholders

- Commitment to and understanding of HelpAge's Aims, Values and Safeguarding policies and procedures, including, but not limited to the code of conduct
- Skilled at working and coordinating with a multidisciplinary team
- Self-motivated, high-energy, excellent people-skills and a great sense of cultural setups
- Superior analytical and conceptual skills – able to distil conceptual models, tendencies, trends and patterns from concrete programme/project activities (essential)
- Emergency response experience is an added value
- Willingness to travel throughout Mozambique (often) and abroad (1-2 times/year)
- Demonstrable skills in social development issues, fundraising, donor engagement and proven ability to develop networks and partnerships (Must).
- Strong leadership and management skills, influencing, communication, representation and negotiation skills are essential to this role.