

JOB DESCRIPTION

Job Title:	Regional Emergency Programme Manager
Job Grade:	National
Preferred Location:	Ethiopia/ Kenya/ Mozambique/ Tanzania with extensive regional travel (up to 60%)
Contract Length:	Three years contract
Responsible to:	Regional Head of Programmes
Responsible For:	Emergency programme team members as assigned by the Head of Programmes
Key relationships:	Regional Director, Country Directors, Country Representatives, Regional Programme Managers, Country Humanitarian Managers/ teams, London Humanitarian Team and Technical leads, and Network partner staff

Background

HelpAge International (www.helpage.org) 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.

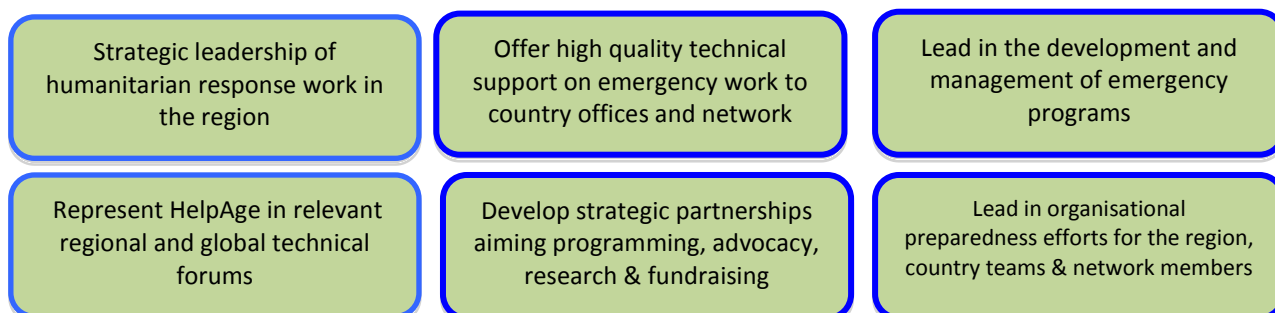
Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the reach 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 Africa Region, we will deliver this through a combination of programme, policy and communications work focused on our core themes of social protection, health and care.

HelpAge International is going through a period of exciting organisational change, looking at positioning itself robustly as an organisation that works with and influences through a strong network of organisations. One of the key changes is having reduced number of regions and countries globally where HelpAge has full operational presence. Accordingly, two regional offices in Africa have been combined into a single regional office (located in Nairobi), and a corresponding regional management/ technical structure that provides Africa wide overview and leadership. A process for staff re-organisation and transition has been ongoing since September 2016 and will be completed before March 2017. Through much of 2017, the Africa team will work together to shape the network of partners on the issue of ageing as well as review and reposition engagements (as necessary) to effectively deliver the organisational theory of change.

Job Impact

The role Regional Emergency Programme Manager is expected to impact and influence in the following critical areas.



SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

Strategic leadership on Emergencies

- Lead in development and implementation of the humanitarian strategy (emergency preparedness, response and recovery) for the Africa region, and in line with the HelpAge global Emergency Response Framework.
- High-level technical advice to the senior management team on emerging critical issues for quick decision-making purposes to enable timely and relevant responses to emergencies.
- Lead in the development of an emergency response team encompassing both HelpAge International and Network partner organisations. Support the development of a consultant and staff roster in the region (in coordination with HelpAge global emergency roster) for quick and easy deployment in the event of an emergency response
- Facilitate for capacity building of HelpAge and the network on emergency preparedness and response.
- Ensure there is adequate organisational preparedness within the region, country teams and network members across Africa, especially countries that are considered prone to disasters
- Coordinate research and evaluations on various issues of older persons in emergencies and resilience work.
- Assist the Head of Program and London Humanitarian team in identifying and deploying staff in responding rapid onset emergencies in the Africa and other regions

Technical support to country teams and network members

- Provide need based technical support to country teams and network members in preparing and responding to emergencies. This include in developing ALERT system (emergency preparedness), developing response plans, multi-sector assessments, initial phase of response, staff and partner capacity development capacity building, monitoring and evaluation etc.
- Lead in the development and implementation of technical standards and HelpAge guidelines on Emergencies to improve the quality, effectiveness, relevance and timeliness of responses. Identify and share good practices and updated research findings on the same within the teams.
- Provide linkages between countries and major regional players (UN, INGO and donors) and where possible coordinate development of multi-country programs.

Program Development and Management

- Support and coordinate multi-sector needs emergency assessments in affected areas, initiate programmes with the relevant partners, identifying sources of funding and developing a solid programme of work.
- Keep abreast of best practice developments in the humanitarian sector and ensure their dissemination through emergency response and resilience programmes.
- Support countries in developing quality emergency programs (Concept notes and proposals) for fundraising purposes.

- Develop ideas and form consortiums with other international organisations within the region focussed on emergency and resilience programmes, research issues, joint capacity building plans etc.
- Manage strategic Regional Emergency programmes in accordance with the donor requirements and HelpAge internal procedures and contract management guidelines.
- Provide short term Emergency Program management in countries especially at the onset of emergencies.

Advocacy, Lobbying and Representation

- In close collaboration with the Program manager- Research, Evidence and Learning, analyse and write policy briefs and research papers - Identify specific issues, undertake analysis and develop policy briefs targeting key stakeholders on older people in emergency and recovery settings
- Represent HelpAge in local, regional and international forums, including the media to highlight needs, rights and capacities of older people in emergencies.
- Advocate and influence governments and humanitarian organisations in Africa to include the needs of older people, including the development of collaborative operations with HelpAge's key target implementing agencies.
- Network and meet with donors, Governments, I/NGOs and other stakeholders regularly to collect information and share HelpAge perspectives in emergencies

Person Specifications

<u>Regional Programme Management</u>	<u>Technical/ Programmatic</u>
<ul style="list-style-type: none"> - Substantial experience in working at a regional level and management of regional emergency programmes - Extremely strong communication, negotiation and representational skills and ability to work at a regional level - Past experience of developing collaborative partnerships with other organisations, research/ academic institutions etc - Proven ability for 'horizon scanning' on issues of health and care within the region and analysis of information 	<ul style="list-style-type: none"> - A strong 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. - Some experience in Humanitarian Advocacy - Experience of work in an advisory capacity, in training and capacity development - An advanced degree in Social Studies or Conflict Management/ DRR or any other related field -

<u>Behavioural Competencies</u>	<u>Others</u>
<ul style="list-style-type: none"> - Results Orientation towards own and team's role in line with organisational priorities, decisive, passion and drive for high quality work - Working with others, in a team environment, receiving and providing feedback, contributing to the team's success, and managing conflicts if it occurs - Leading Others by defining organisational and team's vision, supporting development of team members - Self Management, by demonstrating Integrity and credibility, leading by example, committed, knowledgeable and confident on the job functions and superior communication skills 	<ul style="list-style-type: none"> - Ability to engage, seek and provide clarity and deliver on issues that are not always clear - 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 - The ability to travel at very short notice and for extended periods to difficult environments, often in very basic living conditions. - Language skills



TERMS OF REFERENCE

REGIONAL FOCAL PERSONS- GENDER, DISABILITY AND ACCOUNTABILITY

HelpAge International, Africa region is currently looking for staff members who are interested and able to take on the role as focal points for (1) gender, (2) disability and (3) accountability. These themes are identified as organizational priorities and relevant policy frameworks and guidelines have been developed for the same. While having full time dedicated persons delivering on these roles will be useful, these are not expected to be full time roles, but rather an opportunity for staff to provide leadership on issues they have experience on and are interested in. However, the focal points will be able to include delivery of this role within their performance objectives and thereby committing time and effort in delivery of the same. The person will also be able to interact with across a cross section of the organizational leadership within the region and UK office to share information as well as to influence on broad policy issues concerning the theme.

Some of the broad responsibilities as focal points involve the following.

- Understanding of the relevant organizational guideline/ framework
- Discussing ways in which the issue is currently being looked at/ integrated in organizational priorities
- Identify specific activities/ approaches that can be implemented to ensure integration of the issues
- Develop and work with a group of champions within the country teams and network members on the issues
- Provide broad guidelines to teams on ways in which issues can be integrated
- Organize and coordinate training for staff
- Scheduling calls within the region to discuss the issues and updates
- Providing a report every 6 months (format and metrics to be developed)

Person Requirement

- Demonstrable experience on the specific issue
- Knowledge on various organizational 'good practices' on integration of the issue
- Ability and willingness to coordinate with team members within the region and provide team members with technical support necessary
- Passion and personal interest to further the issue within the region
- Ability to influence others through support, sensitisation and factual advocacy