



Job Description

- Job Title:** Regional Humanitarian Inclusion and Disability Coordinator
Open to International [unaccompanied] and Nationals of Kenya and Ethiopia
- Type of Contract:** Fixed Term for 12 months, not accompanied
- Location:** Kenya/ Ethiopia/ Tanzania (with frequent field trip)
- Report to:** Regional Emergency Program Manager
- Other key relations:** DEC Emergency Program Manager, Country Directors, Regional Technical Team (health, nutrition, Research Evidence and Learning), ACTED and HelpAge staff in South Sudan, Project Managers, London Humanitarian inclusion advisor, Advocacy staff members.

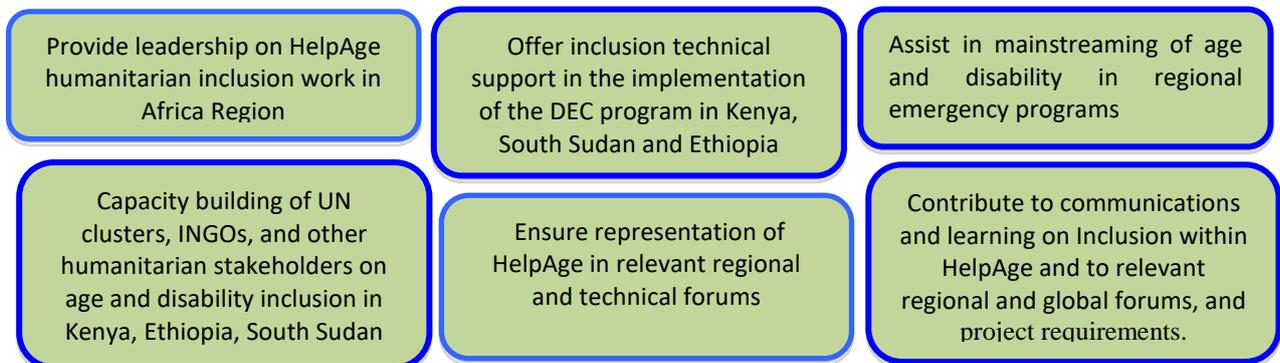
Background:

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 also to ensure older men and women are able to address their needs during humanitarian crisis.

In recent years, Africa has been experiencing complex natural and human induced emergencies which has greatly affected its people. As different agencies and governments respond to the needs, there has been a glaring gap on the inclusion of the needs of older people and people living with disabilities in the emergency responses. Following the recent drought and famine crisis in the East and Horn of Africa Region, HelpAge's International's Africa Regional office through country teams and partners, are delivering integrated cash transfer program to address the immediate food, nutrition and livelihoods needs for older women and men in Ethiopia, Kenya and South Sudan. HelpAge is also responding to the Burundi crisis in Tanzania, the South Sudan refugee crisis in Ethiopia and Uganda and flood response in Malawi among others. HelpAge International is therefore seeking to recruit a Regional Humanitarian Inclusion Coordinator who will spearhead capacity building and advocacy on inclusion of older people and disability work in emergencies within the organisation and with various humanitarian players and stakeholders.

Job Impact Areas

The role Regional Humanitarian Inclusion Coordinator is expected to impact and influence in the following critical areas.



KEY RESPONSIBILITIES:

Strategic Leadership

- Provide leadership to HelpAge Africa region work on age and disability inclusion in emergencies.
- Lead in the development of an inclusion advocacy strategy, and develop a detailed work plan outlining: priorities and targets, partners and allies, messages, activities and approaches, required resources and materials, learning outcomes, and monitoring indicators.
- Actively contribute to Regional strategies leading to the generation of knowledge and provision of inclusion expertise to humanitarian players, governments and other institutions

Advocacy strategy development and implementation

- Develop and deliver an inclusion advocacy strategy for the DEC Emergency project, and develop a detailed work plan outlining priorities and targets, partners and allies, messages, activities and approaches, required resources and materials, learning outcomes, and monitoring indicators.
- Promote the mainstreaming of Age and disability practices in humanitarian response with targeted UN clusters, and other humanitarian actors.
- Build strategic partnerships with key national and international humanitarian stakeholders, as well as with relevant government ministries in Kenya, South Sudan, Ethiopia and Tanzania to promote greater understanding and support for older people's assistance.
- Promote the collection and analysis of sex- and age-disaggregated data into needs assessment frameworks, including rapid assessments and consultation with older men and women

Capacity strengthening

- Capacity building of staff, humanitarian stakeholders and UN clusters on the Minimum Standards for the Inclusion of Age and Disability in Humanitarian Action, age and disability sensitive approaches in cash and relevant sector programming, across all phases of project cycle.
- Provide regular briefings to field and management staff of developed "talking points" on issues related to the inclusion of older people, in order to strengthen mainstreaming messaging to external actors.
- Contextualise HelpAge training materials and adapt them to the needs of the target audiences in HelpAge emergency program areas.
- Provide technical support to UN agencies and INGOs (including those that participated in inclusion sensitization trainings) in order to improve the protection and inclusion of vulnerable groups.
- Support agencies receiving technical support and/or training to develop organisational action plans outlining: objectives, commitments, activities and monitoring and evaluation indicators to improve the inclusion of vulnerabilities in their response.

Evidence and Learning

- Document and report any lessons learned, good practices, programmatic modifications of the past and on-going inclusion activities in the DEC Emergency project in Kenya, Ethiopia and South Sudan
- With the support of the HelpAge Regional team, produce indicators for monitoring and evaluation including inputs, outcomes, and impacts of the inclusion advocacy strategy.
- Monitor and analyse performance of external agencies with regard to organisations' action plans and activities undertaken to ensure inclusive response (e.g. adaptation to assessment forms, data collection and analysis, modified programme implementation, and progress reports, etc.).
- Work closely with the Regional PM- Research, Evidence and Learning, in identifying areas of Research on inclusion in emergencies

Representation and Other

- Represent HelpAge International in various forums as and when is required
- Perform any other duties as may be required by the organisation.

Person Specification:

<p>Coordination and Representation</p> <ul style="list-style-type: none"> • Proven Coordination and representation skills and the ability to manage, motivate and inspire a diverse regional operations team • At least 5-7 years' humanitarian experience in an international NGO preferably a regional position with a multi-cultural setting • Extremely strong communication, negotiation and representational skills and ability to work at a regional level • Past experience of developing collaborative partnerships with other organizations • Experience of coordinating and supporting teams working remotely/ from distant • 	<p><u>Technical/Programmatic</u></p> <ul style="list-style-type: none"> • Minimum 5 years' proven experience in implementing humanitarian programming in protection, cash transfers, food security and livelihoods, and inclusion work at national or regional level • Minimum of Bachelor degree in Law, Disaster/ humanitarian studies, Law, Development studies, International relations, social sciences and other related fields. • A good working knowledge and experience of the cluster system and in particular the role of cluster lead agencies. • Demonstrable experience of identifying and working with the most vulnerable and clear understanding of how they can and should be better supported. • Demonstrated ability to work across diverse cultures, partners and authority levels • Experience of collaborating with and supporting international/local partner organisations and ability in dealing with donors and partners • Technical and managerial competence in the design of Technical competence in implementing humanitarian programming throughout the project cycle - from needs assessment to monitoring and evaluation. • needs assessments, programme development, implementation, monitoring of impact of humanitarian programs • Understanding of humanitarian principles, core humanitarian standards and specific sector standards • A strong understanding and commitment to core humanitarian standards, principles, instruments, frameworks and protocols, and codes of conduct that govern humanitarian action • Experience in Humanitarian Advocacy ad influencing • Demonstrable experience in capacity building of partners or networks on inclusion.
<p>Behavioural Competencies</p> <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. Ability to work under pressure of deadlines and willingness to travel if and when required • 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 	<p>Others</p> <ul style="list-style-type: none"> • Excellent knowledge of written and spoken English • Computer literacy • 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 period and for extended periods to difficult environments, often in very basic living conditions • Language skills