

JOB DESCRIPTION

Job Title:	Regional Program Manager- Research, Evidence and Learning
Grade:	National/ Expatriate Unaccompanied
Location:	Ethiopia/ Kenya/ Mozambique/ Tanzania with extensive regional travel
Contract Length:	Three Years
Responsible To:	Head of Programmes
Responsible For:	Research, Evidence and learning Coordinator
Relations with others:	Regional programme team, Network Coordination and Development team, Country Directors, Country Representatives, Staff in partner and network organisations and MEL staff in UK

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.

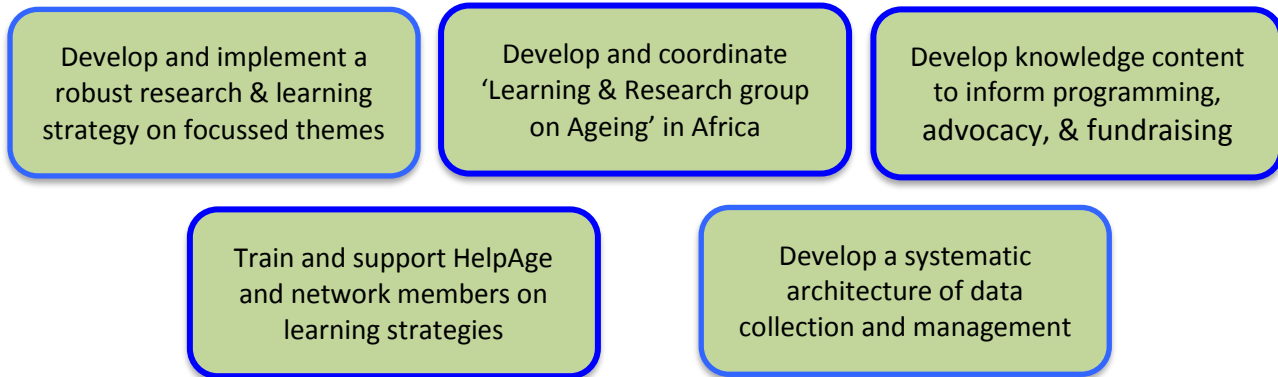
Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating together can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the 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 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 Programme Manager- Research, Evidence & Learning is expected to impact and influence in the following critical areas:



SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

Learning and research strategy

- Undertake analysis and review of current learning strategies within HelpAge and network members
- Develop a focussed learning and research strategy on 2-3 focussed themes within the Africa region and roll out the same with country offices and network partners
- Build a consortium of network members, academic organisations, regional organisations and Government representatives to a 'Learning and research group for Ageing in Africa'. Coordinate the group to work together and share information, focussed on the SDG priorities vis a vis older people and especially that of data disaggregation

Evidence gathering and learning

- The post will also assume overall responsibility for coordinating and compiling organisational level evidence for our key audiences, reporting and advocacy work.
- Provide technical assistance to Africa offices and partners to enable them to collect, analyse and generate evidence for local level, national and regional advocacy and programme development.
- Provide support to selected Africa offices to implement integrated programme monitoring activities with a focus on effectiveness and impact assessment, as well as, adherence to and adoption of HelpAge's Accountability and Quality Framework.
- Support effective management and use of evidence emerging from programme monitoring and evaluation
- Support and facilitate the participation of older people and other stakeholders in monitoring, and impact assessment and review, to improve organisational accountability to all stakeholders.
- Facilitate harmonization of tools for data collection to demonstrate impact of HelpAge and network's work
- Advise on resource allocation requirements (human and financial) necessary to mainstream sustainable impact monitoring and evaluation processes in the long term.
- Support the work of the cross-organisational group on Learning and Monitoring, and promote effective internal communication, stronger awareness of demonstrating and using results
- Facilitate for cross HelpAge regional learning and with other external learning bodies through exchange visits, conferences etc

Research

- Coordinate various research done by HelpAge and network partners

- Identify and support the development of relevant research and analysis skills, including practical use of mobile technology methods, for staff at all levels to build organisational capacity for impact monitoring and assessment
- Identify and develop strategic partnerships with academic and research institutions to enhance overall organizational MEL capacities and collaboration.
- Represent HAI at external meetings and engage with external networks relevant to increasing the capacity of the organisation to effectively demonstrate results and learning

Person Specifications

<p><u>Senior Management</u></p> <ul style="list-style-type: none"> - Proven leadership skills for coordinating regional level research and learning - Proven ability to develop partnerships around learning & research issues - Experience in influencing organisational culture around learning 	<p><u>Technical/ Job specific</u></p> <ul style="list-style-type: none"> - Proven experience of designing and developing monitoring, evaluation and impact assessment systems in a development context - Understanding of principles of rights based programming and issues of accountability to beneficiaries and stakeholders - Knowledge and experience of using qualitative and quantitative data collection and analysis methods, including basic statistical packages and digital data collection/management - Excellent facilitation skills and experience in use of participatory methodologies with a wide range of organisations - Excellent skills in information management, including recording, analysis, reporting and review methods, gained in an international organisation - Proven ability to contribute to and develop organisational learning objectives and development of learning strategies - Experience of team working and demonstrable experience of working collaboratively across disciplines including relevant academic research and collaboration - Experience of research and writing, including papers for presentation and reports
<p><u>Behavioural Competencies</u></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 - 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, 	<p><u>Others</u></p> <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 - Language skills

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	
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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 past 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