

## **MEMBER BOARD OF DIRECTORS HELPAGE INTERNATIONAL IN KENYA**

### **About HelpAge International in Kenya**

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Kenya, a country of approximately 50 million has more than 2.7 million older people. The Government of Kenya has instituted policies and programmes aimed at improving the wellbeing of older persons and has the potential to play an important role within Africa and international forums advocating for older persons rights. HelpAge International has operated in Kenya since 1980, working closely with various ministries of the Government of Kenya and other partners to develop relevant policy framework and programming for older persons.

Currently we have 14 [Global Network Members](#) based in country including one of the founding members of HelpAge International namely, HelpAge Kenya. The country program is implemented by partners and network members with some very specific components of the projects supported by HelpAge directly. The current partners include the University of Nairobi's Population Studies and Research Institute (PSRI), Kenya Aged Require Information, Knowledge and Advancement (KARIKA), Kibera Daycare Center (KDCCE) and Echami A Ito.

Four focus areas of the Kenya country program are: 1) Income security to increase access to pension, advocacy, governance and accountability and capacity strengthening; 2) healthy ageing to strengthen systems in areas of Human Resources for Health capacity; policy, leadership, and governance; and health information systems including research and evidence, 3) violence, abuse and neglect (VAN) prevention and impact mitigation, and 4) movement for change, local and global campaigning. Responding to chronic drought and humanitarian crisis is also increasingly a focus of our work in Kenya.

Projects in the country are implemented in collaboration with counterpart government ministries (Ministry of Labour and Social Protection and Ministry of Health, as well as Nairobi and Turkana County).

### **Profile**

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The Board of HelpAge International in Kenya has a rich tradition of members who are driven by their commitment and passion to ensuring the rights of older persons are upheld in Kenya. Serving on the Board of HelpAge International in Kenya offers a unique opportunity to support and help drive this in a youthful country that is rapidly ageing. The position of Board Member at HelpAge International in Kenya is non-remunerative, and all the work that individual Board members devote to the organization is done on an entirely voluntary basis. Officially the time commitment required of Board members is the time required to prepare for and attend the quarterly Board meetings which for a maximum of one day at a time. These Board meetings take place virtually and, in the future, it may be decided for meetings to take in Nairobi at the offices of HelpAge International in Kenya.

In practice, Board members devote much more time than the actual meeting hours, by staying connected to the cause of HelpAge International in Kenya, learning about it and advocating for older persons. The Board members shall be required to form Board Committees as a result of which they may have specific assignments (in addition to the statutory work of their respective Committees) to execute on behalf of the Board in between statutory Board meetings.

Board members whose current careers are not already steeped in ageing issues often find it is useful to spend time outside of the Board and Board Committee meetings, familiarising themselves with and staying abreast of current population ageing issues. Board Members may from time to time be called upon to represent the organisation in forums taking place within and outside Kenya. Even where Board members are not called upon to officially represent HelpAge International in Kenya, each member will be expected to always act and speak in public in a manner that helps to advance – and not detract from – the cause of the organisation and the ageing movement at large.

## **Statutory duties of Board Members**

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HelpAge International in Kenya is registered under the law governing Public Benefits Organizations. Under this law, board members of HelpAge International in Kenya have the ultimate responsibility for directing the affairs of HelpAge International in Kenya, ensuring that it is solvent, well-run and delivering the outcomes for which it was established.

In law, the Board of HelpAge International in Kenya has the following duties that cover compliance, care and prudence: -

1. The Board must ensure that HelpAge International in Kenya complies with the Kenyan Public Benefits Organizations Act with the PBO Regulatory Authority
2. The Board must ensure that HelpAge International in Kenya prepares reports on what it has achieved and Annual Returns and Accounts as required by law.
3. Ensure that HelpAge International in Kenya does not breach any of the requirements or rules set out in its Constitution and that it remains true to the non-profitable purposes and objects set out there.
4. Comply with the requirements of any other laws and legislation and the requirements of any other regulators, which govern or apply to the activities of HelpAge International in Kenya
5. Act with integrity, and avoid any personal conflicts of interest and/or loyalty and any misuse of the funds and assets of HelpAge International in Kenya
6. Use reasonable care and skill in their work as Board members, using their personal skills and experience whenever needed to ensure that HelpAge International in Kenya is well-run and efficient.
7. Consider getting external professional advice on all matters where there may be material risk to HelpAge International in Kenya or where there is a risk that the Board members may be in breach of their duties.
8. Ensure that HelpAge International in Kenya is, and will as far as possible, remain solvent.

9. Oversee the prudent and reasonable use of the funds and assets of HelpAge International in Kenya and only in furtherance of the objects of HelpAge International in Kenya.
10. Avoid undertaking activities that might place the endowment, funds, assets or reputation of HelpAge International in Kenya at undue risk.

## **Support to the Board Members**

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HelpAge International in Kenya is committed to ensuring each Board member is given adequate access to the information and tools s/he needs to be an effective Board member.

As such, HelpAge International in Kenya ensures that every new Board member is introduced to the organisation through an appropriate and supportive induction process. The HelpAge website offers Board members (and others) a rich source of information about topical ageing issues and about developments in the ageing movement. The website also has useful information about the activities of HelpAge International in Kenya and those of the network at large.

This allows Board members to keep abreast of, and to participate in any activities or events of HelpAge International in Kenya. In addition, senior staff members of the organisation are a valuable knowledge resource on ageing matters/issues, and the organisational culture is such that opportunities for interaction between senior staff and HelpAge International in Kenya are easily arranged.

HelpAge International in Kenya also actively encourages those Board members who wish to attend specific workshops and seminars in order to improve their effectiveness.

## **Person Specification**

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HelpAge International in Kenya works actively to ensure that its Board has the right skills and experience to lead the charity effectively. HelpAge International in Kenya Board vacancies are advertised publicly and through our global network of affiliated organisations. Applications must be submitted in writing, and shortlisted candidates will be interviewed.

### **Personal competencies**

Board members of HelpAge International in Kenya expected to demonstrate all of the following personal competencies and the capacity to apply these to the direction of a large and complex organisation:

#### **Essential Commitment**

- Ability to understand and accept the duties and liabilities of being a Board member.
- Empathy with the vision, mission and aims of HelpAge International in Kenya
- Willingness and ability to devote the necessary time and effort.

## **Focus**

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to keep mission-focused.
- Ability to analyse and evaluate management information and other evidence.
- Willingness to listen and learn.

## **Communication and team working**

- Ability to communicate clearly and sensitively, and to take an active part in discussions.
- Ability to influence and engage.
- Ability to work effectively in the Kenyan context in English.
- Willingness to express their own opinion in a reasoned way, while also listening to the views of others.
- Ability to challenge constructively and ask questions appropriately.

## **Accountability**

- Ability to exercise sound and independent judgement.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on sensitive information

## **Skills and experience**

### **Desirable**

The knowledge, skills and experience in the list below are relevant to the main areas of activity of HelpAge International in Kenya, and they are represented across HelpAge International in Kenya's leadership and staff, who apply them at operational level.

HelpAge International in Kenya is looking for Board members who have the knowledge and understanding to maintain an oversight of these activities at a strategic level in a large and complex organization, who can contribute well-informed views, can challenge constructively and who have a commitment to best practice.

HelpAge International in Kenya would expect each Board member to be able to do this in at least one of the areas below. A Board member's ability to contribute in this way will often, but not always, draw on professional and/or practitioner experience at a senior level.

### **Management**

- Strategic leadership and management within a medium sized or large organisation

### **Stewardship and governance**

- Board membership in an organisation of similar or larger size, together with experience in the implementation of best practice in UK and/or international corporate governance.

## **Specialist expertise**

- Any area of expertise relevant to HelpAge International in Kenya such as gerontology, demography, health, pension policy, accountancy/financial management, law, project or programme management, human rights, human resources or organisational development.
- Public policy formulation and influencing techniques across parliaments and national assemblies.
- Service provision or policy development at a senior level to older people.
- International development and/or humanitarian assistance at strategic level, particularly planning and delivery of services, governance structures, and financial management.
- Experience working with/in/for networks.
- Active role in/links with academia.
- Influence and links with global humanitarian organisations/networks/policy makers.
- Resourcing or fundraising experience.
- Links/connections with corporate sector and the silver/ grey economy.
  
- At this point in time, we are looking to recruit five new Board members, three of whom must be Kenyan citizens based and working in Kenya.
  
- Experience in finance, human resources, fundraising or governance would be highly desirable.

## **Competencies**

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HelpAge International in Kenya is committed to equal opportunities for all its employees, potential employees and Board members. It seeks to be an inclusive organisation where there is equal opportunity for all and diversity is embraced. The recruitment process must result in the selection of the most suitable person for the post in respect of experience, knowledge, skills and qualifications.

Whereas there is still a need to ensure discrimination and stereotyping play no part in the recruitment and selection process, it is also important to value differences between people and to understand the positive benefits for the organisation in employing a diverse range of talented people. We believe that diversity is an important factor for accountability and public confidence.

HelpAge International in Kenya delivers services and programmes to a diverse range of communities, and our Board should reflect this diversity. To reap the benefits of a diverse board, we are looking to recruit and retain Board members who reflect and have knowledge of the communities and areas in which the organization operates.

HelpAge International in Kenya is an equal opportunities employer and is committed to establishing and maintaining an inclusive and diverse working environment.

## Safeguarding

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HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

## Appointment process and how to apply

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To apply, please send your CV (including comprehensive details of key achievements and responsibilities) with a covering letter summarising your motivation in applying and your suitability given the role description, key competencies and person specification to [Jobs@helpage.org](mailto:Jobs@helpage.org).

Applicants are asked to provide suitable daytime and evening telephone and email contact details. If you are being nominated by a HelpAge Network Member, please include the letter of nomination with your application. The closing date for applications is **Friday 30 August 2024**. However, we will be reviewing applications as we receive them.

### **SAFER RECRUITMENT**

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.