

**Regional Humanitarian Programme Manager  
Latin America and Caribbean Region**

**Job Description**

- Job title:** Regional Humanitarian Programme Manager
- Location:** Based in Colombia with travel in the region particularly to Venezuela (It would depend on Covid 19)
- Team:** Latin America and Caribbean Regional Secretariat and member of the Global Humanitarian team
- Reporting to:** Line management by Head of the Global Humanitarian Team  
Duty of Care and day-to-day oversight and support provided by the Latin American & Caribbean Regional Representative
- Responsible for:** Any interns, volunteers or consultants supporting this work, as required
- Key relationships:** Global Humanitarian team; LAC Regional Representative, LAC Regional Resource Development Coordinator; LAC Regional Communications Officer. HelpAge Latin America and Caribbean Network members. Other partners and stakeholders.
- Salary:** Competitive, national contract
- Contract:** Fix term contract (open to review for extension)

**The Organisation**

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of actors working to promote the rights and meet the needs of older women and men, and older people with disabilities, nationally and internationally. Our vision is a world where every older person leads a dignified, healthy and secure life. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help realise this vision– including governments, policy makers, the private sector and academia. Our mission in this is to promote the wellbeing, rights and inclusion of older people so we can all enjoy a future free from poverty, inequality and discrimination.

HelpAge international presence in Latin America and the Caribbean (LAC) is through the LAC Secretariat office, based in Bogotá. Through this office, a network of 45 member organizations is strengthened through three main roles: Support, Convenor and Thought Leader. Our members have different approaches to working old age and aging, in the following areas: Advocacy and participation, research and consulting, income generation, health and care, and active aging. Some members have a humanitarian profile. The Regional Humanitarian Program Manager is expected to support the design of humanitarian programs implemented by members and / or

partners. It is very important that the RHP contributes to the identification of resource opportunities, and of potential implementers within and outside the Network.

### **The post**

This is a new post which is emerging out of the COVID-19 pandemic but linked to the new 10-year strategy for HelpAge to build capability and capacity to deliver inclusive humanitarian action in the LAC Region. Whilst the the initial focus is expected to focus on technical leadership of the regional COVID-19 response, the regional humanitarian programme manager will be responsible for developing the humanitarian capacity in the region including supporting disaster preparedness work, partnership assessments, and developing other non-Covid proposals, etc.

HelpAge promotes age inclusive humanitarian preparedness and response to ensure older people are protected in the event of emergencies, natural disasters and other humanitarian situations. Currently, COVID-19 represents a huge threat to older people in the region particularly to vulnerable groups, including Venezuelan economic migrants in many countries in the LAC region particularly Colombia, Ecuador and Peru as well as the older people who remain living in increasingly challenging contexts within Venezuela itself.

We are seeking to recruit, initially for a period of six months, a Regional Humanitarian Programme Manager to take up the leadership and responsibility for developing and leading HelpAge's COVID-19 response and supporting other humanitarian action in the LAC Region.

The initial focus of the regional humanitarian programme manager will be to lead the development of a COVID-19 programme-focused response in the region, initially focused on Venezuela and Colombia. This will be carried out under the technical guidance of the Global Humanitarian Team based in London. Local logistical, duty of care, resource development, communications, advocacy and other support will be provided by the LAC regional secretariat team. The Regional Humanitarian COVID-19 Programme Manager will help design and shape appropriate COVID-19 interventions, develop funding proposals and support their implementation through a diverse range of organizations and responses, provide technical support to HUT and LAC teams and network members and partners, and in time promote, through training and advocacy, the highest standards of programming with an emphasis on assisting older people affected by the pandemic.

### **Key Responsibilities**

The post holder is expected to operate within all HelpAge policies and procedures. The post holder should ensure the proper implementation of the following functions.

#### **Humanitarian Programme Management and Support**

- Work closely with HelpAge's global and LAC Office and partners to plan, assess, initiate, deliver, monitor, and report on emergency responses to the COVID-19 pandemic that are timely and relevant for older people.
- Support the analysis of assessment data and collaborate in the development of appropriate responses that target the specific needs of older people.

- Build capacity amongst HelpAge staff, partners and members in the design and implementation of COVID-19 rapid needs assessments, data management, inclusion monitoring, and MEL frameworks.
- Build capacity in the region to enable humanitarian responses in the region which address the inclusion of older people.
- Support HelpAge to maintain their emergency preparedness, including with the development of scenario-based response plans.
- Support HelpAge to design high quality humanitarian projects, draw up concept notes and develop project proposals, and negotiate with donors for their funding.
- Represent HelpAge and promote improved standards of humanitarian support for older people in relevant humanitarian coordination structures (clusters and working groups) at local and regional levels.
- Contribute to the development and monitoring of strategic and annual plans of HAI, as well as national and regional humanitarian response plans and needs overviews.

### **Support to HelpAge in LAC and network members**

- Strengthen and build the capacity of HelpAge staff, HelpAge network members in the region and other relevant partners to deliver HelpAge's emergency COVID-19 response including in planning, preparedness, rapid needs assessment, programme and project design, service delivery, data management, MEL, accountability, and reporting.
- Provide on-going technical support to partner field teams (staff of network members and other implementing partners) for engaging in national, regional and global opportunities for advocacy, policy and programme best practice influencing, and to promote awareness of the critical needs and roles of older people.
- Provide support to the ongoing advocacy, campaigning and communication work in the LAC region to support the inclusion of older people in national COVID-19 response plans in particular ensuring the voice of older people is heard and that older people participate in informing local response to the pandemic.

### **Monitoring and learning**

- Work with HelpAge country teams to develop indicators, monitoring plans and evaluations for the COVID-19 emergency response.
- Support learning and evidence gathering in HelpAge emergency programmes and collaborate with the humanitarian policy team to ensure that good practice and outcomes are documented and shared within HelpAge and with another humanitarian actors-
- Support the development of policies, best practice guidance, programming tools and training materials in close cooperation with other HAI departments and hubs.

### **Essential skills, knowledge and experience**

The ideal candidate will have:

#### **Essential**

- Substantial experience and proven record of initiating and leading a rapid and effective humanitarian response in recent major humanitarian crises in Latin-American Region.
- Experience developing and implementing rapid needs assessments in humanitarian

- contexts.
- Experience developing and implementing accountability and MEL systems in humanitarian contexts.
  - Knowledge of recent innovations in needs assessment and data management/analysis.
  - Good programme management and leadership skills.
  - Proven track record of emergency preparedness and a understanding of emergency preparedness processes.
  - Experience working in networks and consortiums particularly with smaller local platforms and organisations.
  - Experience in building team and partner capacity by providing training, technical advice, and other support.
  - Documented experience in preparing annual plans and successful funding proposals.
  - Strong understanding of the humanitarian coordination system, humanitarian standards and principles, and humanitarian accountability initiatives.
  - Demonstrable skills in advocacy, negotiation and diplomacy including the ability to influence policy and practice in the humanitarian sector with a wide range of actors and audiences.
  - Able to work independently and as part of a team.
  - Ability to be flexible in adjusting work plans and priorities in response to external opportunities.
  - Demonstrated ability to think strategically, to analyse complex information and offer creative, practical and effective solutions.
  - Good technology background and experience with using digital technology including digital needs assessments.
  - Excellent written and verbal communication skills with an ability to distill large amounts of information for a variety of audiences.
  - Able and willing to travel, sometimes at short notice, and to spend time in difficult environments with basic living conditions when necessary.
  - Fluent spoken and written English and Spanish.
  - Work Visa in Colombia or Venezuela.

### **Desirable**

- Knowledge of health and care provision for older people.
- An understanding of health systems and health service delivery particularly the challenges faced by older people.
- Experience or working knowledge of ageing and the issues facing older people in humanitarian crises
- Working knowledge of MS ACCESS Database
- Availability to start immediately

**To apply**, please send an updated CV and covering letter outlining how you meet the required criteria to email at [alejandro.bernal@helpagela.org](mailto:alejandro.bernal@helpagela.org)

***Applications MUST include a covering letter. If they do not they will be disregarded***

**Deadline:** Close of Business, Sunday 12 July

**Our Values**

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Our values inform how we work together:

|                  |                                                                                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inclusive</b> | We respect people, value diversity and are committed to equality.                                                                                                         |
| <b>Impact</b>    | We value and recognise the contribution of our staff and network members, as we put older people at the center of everything we do.                                       |
| <b>Partners</b>  | We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships. |
| <b>Learning</b>  | We are passionate about learning, accountable and work together to find creative solutions.                                                                               |

Everyone who works at HelpAge share our values and are committed to behaviors that demonstrate and support them.

### **Safeguarding**

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

### **Equal Opportunities**

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.