

## **JOB DESCRIPTION**

- Job Title** : Regional Health Project Coordinator  
[Better Health for Older People in Africa]
- Location** : Nairobi, Kenya with field trips to Mozambique and regionally
- Department** : Programmes, Africa Regional Office
- Reporting to** : Regional Health Program Manager / Technical Team Lead – Africa Regional Office

### **Key Relations**

Regional Head of Programmes Africa Regional Office; Regional REL Manager; Regional Inclusion Advisor; Country Finance Officers (Kenya and Mozambique); Country Directors (Kenya and Mozambique); Country Project Coordinators (Kenya and Mozambique) Regional Finance Manager; NGO partners and Network Members, Country Health Authorities; Civil Societies Organization in Kenya and Mozambique; UN Agencies; Donors

---

### **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. 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 deliver this through a combination of programme, policy and communications work focused on our core themes of social protection, health and care, and humanitarian issues. HelpAge aims to ensure older people have access to appropriate and affordable age responsive health and care services, and that governments are prepared for an ageing population in relation to their health policies and programmes, including providing for a growing incidence of non-communicable diseases and age related disabilities, including sensorial and cognitive ones. At the same time HelpAge works to support older people’s participation and amplifies older people voice in health policy reforms, service delivery and research and learning in the health sector.

### **Overall Purpose of the job**

To support the management of the day to day regional and country activities on the health and care projects in the Africa Region, with particular regard to the Better Health for Older People in Africa Project (Maxwell Harvey Grant); supporting the Health Program Manager in the overall technical coordination of the health program portfolio at Regional and Country level. To lead the activities implementation and follow up, budget management and reporting under the supervision of the Regional Health and Care Programme Manager (RHCPM). To support the RHCPM and the

Head of Programme in activities of development of future projects and support of existing ones regionally.

## **Job Content and Main Responsibilities**

### **Strategic and programme development support**

- Support the RHCPM in the implementation of the regional health and care strategy in collaboration with CDPs, affiliates and partners and provide relevant input to global thematic working groups and strategy discussions.
- To implement with various degree of responsibilities regional activities of specific health regional programmes, particularly the Better Health for Older People in Africa Project (Maxwell Harvey Grant).
- Ensure regular reporting internally and externally to donors and stakeholders.
- Support the RHCPM in the programme development at regional level (Regional Office and Country Programs).
- Support on proposal design, consultation and writing with HelpAge staff, affiliates and partners for health and care.

### **Programme management**

- Be responsible for the management of HelpAge and donor-funded programmes in Africa in a timely and accountable way and in accordance with the donor requirements and HelpAge internal procedures and contract management guidelines.
- Be responsible for the preparation, review and submission of timely and quality donor reports including all aspects of programmatic, financial and contractual compliance.
- Provide support and advice to affiliates, partners and CDP's in developing and implementing health and HIV programmes, drawing on internal and external best practice.
- Support and coordinate operationally the implementation of programmatic components of the Maxwell Harvey Grant related to health systems strengthening, policy and advocacy and research and learning
- Maintain regular operational relationship with projects stakeholders, including Network Members, UN Agencies, MOH Offices etc.
- Responsible for the effective monitoring, evaluation and learning from programmes under the post holder's management and others in the region under their sectoral focus to ensure effective documentation and dissemination of HelpAge's work.

### **Financial management**

- To manage and support the development of projects budgets within HelpAge and donor procedures and requirements, including taking responsibility for the programme phasing, timely generation, uploading and monitoring of relevant budget formats in HelpAge's financial system.
- Support Country Offices affiliates, partners and CDP's in monitoring and implementing their budgets included in the projects within the area of responsibility.
- Support annual and strategic budget planning and reporting exercises to ensure strategic use of cash envelope and external donor resources.

### **Advocacy and Communications**

- Support and lead operationally the documentation and dissemination through effective communication products and campaigns, of evidence emanating from HelpAge programmes on health and HIV on the needs, rights and capacities of older people.
- Support the programmes implementation of advocacy and influencing efforts towards 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.

- Support in building alliances with other (I)NGOs and development partners for joint programming and engagements in consortia.

### **Representation**

- Represent the RHCPM in his absence in regional and national fora to highlight the needs, rights and capacities of older people.
- Represent the programme leadership of the specific project Better Health for Older People in Africa Project (Maxwell Harvey Grant)
- HelpAge EWCA region in local, regional and international forums, including the media.
- Actively identify and seize opportunities for influencing policies and strategies within the health and HIV sector.

### **Other**

- To participate in the activities of HelpAge Africa Regional Office and perform any other duties (including assessments implementation, program development support, participation to trainings and conferences, etc) as may be required from time to time.

### **Extent of Authority**

- The post holder is expected to operate within all HelpAge policies and procedures.
- The post holder is authorised to make decisions within the framework of the agreed budget and programme proposals under their management in consultation with the management structure at the Africa Regional Office.
- To contribute to, or deliver policy and practice documents, in collaboration with global health and policy teams and relevant country development programmes, affiliates and partners for dissemination internally / externally, and link with key research and practice institutions

## **PERSON SPECIFICATION**

### **Essential**

- Degree in Public Health or related area.
- At least 5 years working in an NGO environment with a regional set-up
- At least 5 years technical and managerial experience in programme design, implementation and monitoring of health and development programmes in Africa, including programme and contract management and monitoring of complex budgets
- Demonstrable experience and understanding of key technical, programme and policy issues in health and care. Excellent networking and representation skills
- Excellent evidence gathering, analysis and communication and advocacy skills in English, both written and verbal
- Demonstrable experience of successful proposal development, compiling and managing multi-donor budgets in adherence to value for money principles.
- A strong understanding of and commitment to key international principles, standards and instruments, frameworks and codes of conduct that govern Health Systems Strengthening and NCDs programs and ageing and health programs
- Experience of developing and/or implementing donor and beneficiary accountability frameworks
- Ability to work flexibly (with tact and diplomacy) at the highest level to lobby and advocate for inclusion of older people's issues in policies, strategies and programmes and also to

work with local partners to support their capacity and their engagement in programme and advocacy work.

- Demonstrable staff management skills and experience and ability to work across teams and cultures.
- Experience of work in an advisory capacity, in training and capacity development
- The ability to travel extensively in the region, particularly Kenya and Mozambique
- Strong interpersonal skills and ability to work as part of a team
- Administratively self-supporting
- Excellent written and oral English language skills
- Excellent skills in MS Word, Excel, Outlook, Power Point

**Desirable**

- A developed understanding of health needs among older people, ageing issues and intergenerational dependency issues
- Exposure to the UN and major international donor systems
- Language skills in Swahili and Portuguese