

JOB DESCRIPTION

Job Title:	Health Programme Manager (Position is open for both international and national candidates)
Location:	Lviv with frequent travel to activities in the field
Reports to:	DCD Programs (Functional), Health Advisor (Technical)
Line Management:	Project Officers (PO), Social Workers (SW), healthcare workers
Contract:	One year (Full Time)

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations across 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

HelpAge International has been present in Ukraine since 2014 with a total workforce of +250 people including staff and volunteers/contractors. As one of the few INGOs with an operational presence in Ukraine, we were able to respond quickly to the current Ukraine crisis with initial life-saving activities in the Donetsk and Luhansk Regions and are scaling up assistance in the Central and Western Regions of Ukraine. Our goal is to promote the wellbeing and inclusion of older women and men. We work with older women and men in Ukraine for better services and policies, and for changes in the behaviors and attitudes of individuals and societies towards old age. We also provide humanitarian assistance including cash assistance, food distributions, NFI provision of assistive devices, hygiene kits, diapers and urological pads, winterization kits and other items identified from the vulnerability assessment. HelpAge team also provides homebased care and referral mechanism to specialized services and includes a range of mental health and psychological support, provision

We are seeking a passionate, talented **Health Programme Manager** to strengthen our country team.

Key areas for impact/influence and responsibilities:

The **Health Programme Manager** will be responsible for the coordination of health activities in the relevant geographic area ensuring full compliance and application of all HelpAge International (HelpAge) Ukraine policies, facilitating project development, and ensuring timely delivery of project activities including implementation, monitoring and reporting, and budget control and management. S/he will be working to support older people with changing health and care needs; useful to have experience working in community health and working in multi-disciplinary teams e.g social workers,

physiotherapists, nurse, psychologists, and community volunteers etc ... To develop and/strengthen case management approaches and referral processes by working closely with PHC and other health actors to ensure older people's health care needs are integrated into their existing services and community level.

Coordination (20%):

- Encourage project cohesion through coordination and information sharing with and between all staff.
- Ensure project quality and impact through liaison with the programme quality team.
- Build relationships with authorities at the level of communities and ramadas. Ensure good communication of security relevant information in each location including various field sites and offices.

Health Programme implementation (55%)

In the framework of the HelpAge health and care strategic plan the Health Programme Manager will contribute overall healthy aging and in specific to health programme implementation in Ukraine with the following specific responsibilities:

- Guarantee the appropriate implementation and the management of healthcare aspects of HelpAge projects, this will be done following health policies, protocols, and operational plans establishing the link between the operational reality and the local environment.
- Ensures strengthening and recognition of HelpAge positioning, within the national environment and the global position of HelpAge.
- Responsible to define and implement relevant healthcare interventions monitor and update the healthcare strategy in the field safe-guarding medical ethics and the quality of medical programming.
- Accountable to ensure that the objectives and the goals set in the annual plan in regard to the healthcare activities carried out by HelpAge are achieved.
- Participates in the planning, definition, and sizing of the health-workforce in the field activities/ operations to ensure the implementation of healthcare activities in the mission,
- Coach, and directly support technical referents, healthcare teams in the implementation of the activities in order to ensure high quality healthcare assistance to population, and that objectives are achieved.
- Responsible to ensure quality control and security related to healthcare issues respecting to international health regulation frameworks and in coordination with other team members (Biosecurity, universal precautions and health and safety in the workplace) is guaranteed to the highest possible level, by implementing all required policies, protocols, and procedures.
- Contribute and participate in research and operational activities and production of scientific documents on technical medical portfolios in national and international expert groups,
- Represent HelpAge as spokesperson for healthcare and operational subjects with academic institutions, health cluster, MOH, civil society organisations, donors or other relevant stakeholders when relevant.
- In a collaborative approach with other departments, mainly the advocacy, and based on field needs contribute to stimulate debates and exchanges on healthcare matters

with the ambition of having impact on the interventions and different perspectives on specific topics.

- Ensure project quality and the application of best practices in HelpAge Programme Standards:
- Ensure HelpAge Ukraine programming principles, in particular gender, rights-based and case management approaches, are incorporated into all project activities.

Reporting (25%)

- Ensure data protection and confidentiality at all stages of the process.
- Coordination of information gathering and preparation of reports.
- Working collaboratively with the Finance Coordinator to monitor project spending on a monthly basis and project actions taken in case of over/under expenditure with the support from line manager.
- All project information (both programmatic and financial) for the audit is available and accessible in the field office.
- Assist in the identification and preparation of the success stories of beneficiaries.
- Ensure compliance with respect to Donor "Visibility" requirements (logos, photos etc.).

Let's talk about you!

You will be someone with:

Essential

- A qualification and background health professionals
- 4 years of humanitarian field experience, including 2 years in a management position
- Strong knowledge and understanding of project development and management, able to ensure project quality and application of best practice.
- Good knowledge of HelpAge Ukraine programming principles including gender, rights-based, case management and participatory approaches and techniques
- Excellent team working skills and the ability to work in a multi-cultural environment and establish effective working relationships.
- Strong interpersonal and representation skills with the ability to network effectively.
- Ability to manage and develop team members.
- Ability to write high quality reports and proposals.
- Good communication skill both in English and Ukrainian
- Good written and spoken Ukrainian and/or Russian.
- Able to prioritize work and meet tight deadlines.
- Willingness and ability to travel and work across Ukraine as required.

Desirable

- Experience or working knowledge of ageing and the issues facing older people in emergencies or development contexts. Including the continuum of care, homebased care strategies and NCDs and communicable diseases program management.

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older people and their communities, and to make an impact on those matters.

In addition, as a HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work you do together.
- Adapt to new directions or opportunities arising within the organisation and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioral and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged!
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening, and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you 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.

Diversity & Inclusion

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees/consultants while extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organisation and work regardless of

gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.