

## Age and Disability Technical Working Group (ADTWG) Coordinator (National Staff)

<b>Location</b>	Kyiv, Ukraine
<b>Department</b>	Programmes, National Staff member.
<b>Reports to (Line Manager)</b>	Country Director
<b>Contract Type</b>	Full-time, 12 months fixed term employment contract
<b>Works with</b>	Staff members of program, and support departments.

### About HelpAge

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HelpAge International works with partners and a diverse global network of more than 170 organisations over 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. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A keyway of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

## **About the HelpAge Ukraine**

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HelpAge has been operating in Ukraine since 2014, establishing an office in Kyiv and providing programmatic outreach in the Eastern region. Early in the crisis, HelpAge developed a remote management approach, building on an already established model following internal restructuring of HelpAge in 2021 and the Remote Management policy developed during the COVID-19 global pandemic in 2020. HelpAge in Ukraine relocated its main office from Kyiv to Lviv in April 2022 due to the conflict. Since phase 1 planning, we are now based in 4 locations in Ukraine, with offices in Kyiv, Lviv and Dnipro, as well as HelpAge staff based in Chernivtsi. Internal coordination including regular programme coordination meetings with country colleagues takes place on a weekly basis, to enhance coordination between offices and departments. In addition to open communication channels across HelpAge, there are internal Emergency Response Team (ERT) meetings held every two weeks, involving the three countries and the response team.

## **About the Job**

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The Age and Disability Technical Working Group is part of the Protection Cluster in Ukraine and will promote age and disability inclusion within the working group to ensure that the needs and concerns of older people are identified and addressed as the concerns related to older people and people with disabilities cuts across all sectors of the humanitarian response as part of a wider commitment to the delivery of impartial, needs based response.

The ADTWG Coordinator is responsible for overall direction and progress on the ADTWG, workplans, progress and reporting against activities and outputs, outcomes, advocacy, capacity building, learning generated from project/ engagement in Ukraine humanitarian response.

## **Key areas for impact/influence and responsibilities**

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- Chair & represent the working group and act as a hub for strategic and operational relationships with and between ADTWG members, the Protection Working Group (PWG) and any other relevant working groups like national NGO's and CBO's, INGOs, UN actors, government, and other humanitarian actors for effective coordination.
- Lead and support setting up a secretariat and membership criteria and ensure the active engagement and representation of OPD's and OPA's in the ADTWG
- Develop the agenda, complete, and validate minutes of the meeting and coordinate a secretariat to guide the development of the ADTWG activities.
- Provide technical inputs to documentation, training modules, tools and other resources produced by the ADTWG.

- Take proactive responsibility for staying informed about developments and good practice in age and disability inclusion and mainstreaming. Closely monitor the local context of Ukraine especially people impacted by the conflict and provide updates on contextual changes to promote informed decision making and create linkages with other clusters like WASH, Health etc.
- With the support from ADTWG members consolidate the data from different assessments/analyses and feed it into the Humanitarian Needs Overview-HNO and Humanitarian Response Plans-HRPs.
- Coordinate and support ADTWG members to implement the activities in accordance with the jointly defined strategy, approved action plan from HCT, standard operating procedures, logical frameworks, action plan, and other relevant documents of ADTWG.
- Support and monitor the data collection exercises and surveys promoting use of inclusive tools
- With support from the other members of the secretariat, produce a monthly progress report including achievement towards indicators set out in the TORs/joint plan, update on the action plan, and detailed information about all activities conducted, successes achieved, and challenges faced by the ADWG.
- Ensure members of the ADWG are completing relevant reporting (i.e., reporting on training conducted, reporting from cluster/working group meetings) on a timely basis, compile this information into the monthly progress report.
- Ensure inter-cluster coordination and cooperation on Age and Disability issues, influencing other sectors (WASH, Health, etc) to adopt more inclusive projects and ways of working.

## **Skills and experience**

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### **Required:**

- Strong working knowledge of the humanitarian coordination system and humanitarian architecture and experience working with partners and other international stakeholders (UN, INGOs).
- Protection and Inclusion background including experience in inclusion of at-risk groups ideally in humanitarian context- persons with disabilities, and older people.
- Knowledge / understanding on the rights and associated inclusion standards of persons with disabilities, older people or other at-risk groups and their challenges in humanitarian/development context highly desirable.
- Previous experience of working with older people with and without disabilities
- Excellent written and spoken English, Ukrainian.
- Strong interpersonal and representation skills and previous experience of networking with other organisations involved in cash programming
- Proven experience in capacity building
- Ability to work in a fast paced and stressful environment

### **Desirable:**

- Previous experience of working in Eastern Europe and/or Ukraine.

## Key Behavioural Competencies

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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 persons and their communities, and to make an impact that matters.

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

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural 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	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	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 marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

## 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.

### **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.

### **How to Apply**

Interested and experienced candidates are encouraged to send a copy of their cover letter and an updated CV (no longer than three pages) in English to [hrua@helpage.org](mailto:hrua@helpage.org) mentioning the name of the position that you are applying in the subject.

**Attention!** This vacancy is open for Ukrainian citizens only. Please note that interviews will be scheduled on a rolling basis until the position is filled, and only short-listed candidates will be informed. If you did not hear from us within two weeks after the application deadline, please consider your application unsuccessful.