

JOB DESCRIPTION

Job Title:	Executive Director
Location:	Maputo with frequent travel within the country
Reports to:	The Board of Directors
Responsible for:	All technical staff (<i>Órgão Executivo</i>)
Contract length:	2 years (with possibility of renewal/extension)
Relations with Others:	Board President, all members of the association, Implementing Partners and Network Members

Background

HelpAge Mozambique is a newly formed local association, which brings together individuals and professionals working to promote the rights and meet the needs of older women and men in Mozambique.

HelpAge International has been operational in Mozambique since 1993, focusing mainly on Social Protection, Health and Care and Inclusive Humanitarian assistance to older persons, their dependents, and people with disabilities. As part of its 2030 Strategy, HelpAge International is in the process of transitioning all its international country offices to locally led development models.

In Mozambique, following a localisation assessment and extensive consultation of partners and key stakeholders in 2022 and 2023, the decision was made to set up a national organisation – HelpAge Mozambique - that will carry forward work on ageing, in close collaboration with the government and local stakeholders.

HelpAge Mozambique's long-term vision is for a Mozambique in which all older people can lead dignified, active, healthy and secure lives. To achieve the vision HelpAge Mozambique aims to establish a strong connected age focused platform in Mozambique to collaborate with like-minded organisations and networks. HelpAge Mozambique aims to extend the reach and influence of the HelpAge Global Network of 199 organisations to all those in a position to help bring about its vision for older people, including the government, provincial and regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions. HelpAge Mozambique will undertake a combination of programming, policy influencing and evidence and knowledge building in accordance with the four strands of its organisational key thematic priorities: Income Security, Healthy Ageing, Inclusive Humanitarian Action and, building a movement for creation of a society for all Ages.

Job Scope

The post holder will be responsible for the establishment, sustainability and ultimately the effectiveness and impact of the new organisation on the lives of older people in Mozambique.

The post holder will be expected to: build the team, the reputation, visibility and influence of the organisation in the country; ensure the overall strategic, operational and financial health of the organisation and ensure that HelpAge Mozambique delivers on local ageing priorities effectively and collaboratively with other agencies in full compliance with legislation and best practice. The responsibilities of the role are described in more detail below.

SPECIFIC JOB RESPONSIBILITIES AND KEY TASKS

1. Strategic Management of the association

- Build a unique value proposition for HelpAge Mozambique focused on key themes of HelpAge Mozambique strategy and position HelpAge Mozambique well with the communities, Government of Mozambique, donors, HelpAge global network members and other NGOs.
- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the association's mission as defined by the Board of Directors
- Lead on the development of organizational strategies, present strategic options and plans for association impact and gain Board approval as needed to carry out the work of the mission of the association and drive their implementation.
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and stakeholders
- Ensure the financial health of the association by leading the development and implementation of a robust financial management policy and business model to match the ambition of the strategic plan.
- Inspire, manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits policies and procedures.
- Establish a responsive organisational culture that focuses on impact, innovation, learning and collaboration.

2. Programme Development and Management

- Provide oversight guidance and support to project staff and partners in the design of programmes aligned with thematic priorities and organisational strategy.
- Ensure programmes deliver on targets and outcomes by maintaining oversight on programme quality and standards and implementation of activities, monitoring and reporting within agreed timeframes and budgets, capturing and sharing learning.
- Ensure that risks and safeguards are managed effectively throughout the project cycle
- Develop partnerships with other national and international organisations to coalesce around strategic issues of common interest and benefit from each other's competence in terms of technical issues, donor experience and geographical presence
- Identify and develop relationships with potential local partners for collaboration in programming, advocacy and learning, and mutual capacity strengthening.

3. Resource Development

- Develop a resource mobilization and fundraising strategy to align with the overall organisational strategy
- Lead in fundraising and resource mobilisation for the association and ensure targeted fundraising from institutional, UN, private and corporate donors
- Collaborate closely with partners, HelpAge International's supporting members, HelpAge Global portfolios and leverage the Board as needed in fundraising efforts.

- Keep abreast with trends and explore innovations within the region and country specific to guide fundraising initiatives and donor profiling
- Meet and establish relations with existing (HelpAge International) and potential donors to build strong fundraising networks
- Work closely with HelpAge International's supporting members to maintain an overview and prepare for donor opportunities for programmes and institutional funding

4. Board & Governance

- Maintain regular communication to build strong relationships with the entire Board, providing leadership and support to members at all times
- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress
- Implement Board policies and procedures and build support for Board decisions amongst staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, challenges, and successes

5. MEAL

- Oversee monitoring and evaluation of the strategic plan, partnerships and programme activities, ensuring collection, analysis and use of SADD data throughout.
- Ensure proactive documentation of learning and best practices within various projects to guide future project design and advocacy
- Regularly travel within the country to assess progress of programme activities

6. Government Engagement, network development, communication

- Analyse relevant Government and donor priorities and policies and participate in forums, consultations and key discussions to ensure older peoples issues are represented.
- Work with partners and other HelpAge network members to facilitate further development of an effective national ageing network that works on the rights of older persons. This includes supporting the organisation in their fundraising and on-going discussions on organisational governance.
- Ensure regular and quality communication messages are shared, highlighting issues of older people and HelpAge Mozambique's programmes through a variety of channels.

7. Representation

- Represent and manage relations with government ministries, donors, media, academic and research institutions, UN as well as local and international organizations.
- Represent HelpAge Mozambique in high profile conferences and other relevant regional and sub-regional workshops to build organizational profile and increase the visibility of population ageing in Mozambique in various policy and research forums.

- Ensure active membership of relevant networks and platforms in country to advance the ageing agenda and to promote the vision and mission of HelpAge Mozambique

8. Operations Management

- Oversee the day-to-day operations of the association and ensure its overall successful long-term operations
- Ensure that all contracts and memorandum of understanding signed on behalf of HelpAge Mozambique with any other organization/ company/ institution /individual protect the interest of the association.
- Ensure compliance to internal and external policies and procedures as stipulated in HelpAge Mozambique policies, donor contracts and government laws.
- Ensure HelpAge Mozambique policies and procedures are reviewed periodically to continue to be relevant and suit operational context in the sector.
- Ensure security of staff and assets of the association by having Security Management Plans and Standard Operational Procedures (SoPs) in place and orientation of the team.
- Work with the financial committee and Head of Finance and Operations in the annual statutory audit and other donor compliance project audits for the association
- Oversee implementation of human resource policies and procedures
- In collaboration with the board, facilitate recruitment and development of talent.

9. Extent of Authority

The post holder is authorised to make decisions, approved by the board, within the framework of the agreed annual plan and budget and approved project proposals. The post holder is expected to operate within all HelpAge Mozambique policies and procedures.

10. Person Specifications

Essential

- Mozambican nationality
- At least 5 years' experience in senior management in a national or international INGO
- Demonstrable experience in strategic planning, programme development and management of complex, multi-stakeholder interventions
- Commitment to locally led development and experience of working in partnership with other organisations
- Demonstrable experience in establishing networks with governments, private and public sector entities as well as development agency
- Demonstrate experience in preparing successful funding proposals for a range of donors
- Experience of building, managing and motivating a staff team
- Fluent written and spoken Portuguese and English with ability to write clear reports and communicate with a wide range of audiences
- Strong interpersonal skills with the ability to influence, communicate and negotiate with a sensitivity to cultural differences

- Numeracy and ability to prepare and monitor budgets and accounts
- Ability to undertake necessary travel in country

Desirable

- Understanding of ageing issues and experience working with organisations or issues of older people will be a distinct advantage
- A degree in social sciences, Development Management or related field or equivalent

How to apply

Interested candidates are invited to submit CVs to helpagemoz@helpage.org with the email subject: Executive Director – HAIMOZ. The application should include:

- A Cover letter outlining suitability for the assignment.
- A CV highlighting relevant experience.

Applications should be submitted by Thursday, 28 November 2024.