

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager – IDR II</b>
<b>Location:</b>	Dhaka, Bangladesh
<b>Department:</b>	Bangladesh Country Office
<b>Job Grade:</b>	TBD
<b>Contract Length:</b>	1 year (with possible extension)
<b>Responsible to:</b>	Interim/Country Director
<b>Matrix management to</b>	Regional Programme Adviser – Disaster Risk Reduction (RPA-DRR) (and/or in charge of IDR II whichever is appropriate)
<b>Responsible for:</b>	Project Officer-DRR, Project Officer-Capacity Building Development
<b>Key functional relation:</b>	Interim/Country Director, Project Officer-DRR, Project Officer-Capacity Building Development;
<b>Other relations in the region:</b>	Regional Head of Programmes, Regional Head of Network Development, Regional Programme Advisors
<b>Other relations in HelpAge:</b>	IDR II Project Team in other country offices

## 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.

The HelpAge Global Network has strong roots in global civil society organisations and enormous potential to expand its existing collaboration to form much wider partnerships influencing positive changes for societies in the context of population ageing and for older people themselves. Harnessing the expertise and reach of a recognised global network presents the best opportunity to shape the ageing agenda for the 21st century and accelerate the way that governments, communities and businesses adapt to ageing and the challenges of population ageing.

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.

HelpAge International started to work in Bangladesh since 1991 through its affiliates and partners. The key focuses were emergency response, disaster risk reduction, and monitoring older citizen's access to rights and entitlements in establishment of older peoples group, policy dialogue on social pension and bringing positive changes through advocacy and campaign. In 2009, HelpAge International established its country office to work with local partners, and affiliates and also with government and other stakeholders to promote rights of older being directly engaged and physically presence.

Aligning with country programme offer /strategy, HelpAge International in Bangladesh will be implementing a two-year regional project on inclusive disaster risk reduction covering to be covered in Bangladesh and Nepal and emergency response in Bangladesh and Nepal. The project aims to address key challenges- the increase in disaster risk in the South Asia region; the growing numbers of older people who are particularly vulnerable to such disasters; and the current lack of inclusion of this vulnerable group in Community-based Disaster Risk Reduction (CBDRR) initiatives. The key approaches adopted by the project are - working with communities to increase their capacity to assess and mitigate disaster risk faced by older people; improving the ability of actors to deliver inclusive humanitarian assistance; and establishing a Regional Emergency Fund (REF) to make seed funding more readily available for low profile natural disasters. The project is being implemented towards supporting older people through working with local implementing partners. The project will actively work with government, I/NGOs and civil societies from local to national level for influencing and capacity building on age inclusive DRR issues. The key stakeholders for influencing and capacity building of this project are – older women and men, community based organizations representing older persons, local, upazila and district government, local, national and international NGOs working on humanitarian and DRR issues, focal ministries and department of Bangladesh government, UNs and donors.

#### **JOB PURPOSE.**

The Project Manager (PM) – IDR II will report directly to the Interim/Country Director and matrix managed by the Regional Programme Adviser – DRR (also overall responsible for IDR II). The PM will be overall responsible for effective and efficient project cycle management of the IDR II project in Bangladesh part adhering consistency and integrity with programme, technical, finance, administrative, human resource and reporting issues. The post holder will be key accountable person of IDR II Bangladesh part on country office behalf under the direct supervision of Interim/Country Director. S/he will manage project staff ensuring appropriate knowledge, skills and plans for smooth implementation of the project. S/he will be responsible for coordination and representation of HelpAge to partners and stakeholders at national and local level. S/he will play significant role in influencing and mainstreaming age inclusive DRR and humanitarian issue as per HelpAge commitment.

#### **KEY RESPONSIBILITIES**

In the overarching scope of promoting inclusion of older men and women as well as promoting the active engagement of older people as a resource, the following responsibilities are highlighted.

##### **Project Planning, Implementation, Monitoring and Reporting**

- Ensure that project action plan and its implementation strategies are prepared and reviewed periodically with clear monitoring framework of work progress for which the process and results are properly documented;
- Ensure project implementation on DRR and capacity building development following the set strategic objectives according to approved plans and budgets;
- Ensure project is following its agreed monitoring, evaluation and learning framework and based on the ongoing monitoring of the project activities, ensure that lessons learnt and success stories from the project are effectively documented and shared;



- Appropriately implement donor's guidelines and procedures regarding reporting, monitoring, documentation and finance management requirements which in this aspect the jobholder is expected to work with Finance at country and regional level;
- Play lead role for project and programme development under the guidance of line manager for fund raising ensuring context analysis and suggest programme locally in line with country strategy /programme offer;
- Ensure effective humanitarian response management following situation monitoring, needs assessment, concept/project development, implementation, monitoring and reporting complying HelpAge and other standards on humanitarian response. Ensure project is implemented through project partners and partners receive the appropriate guidance and knowledge on technical and overall project implementation, monitoring and reporting issues.

#### **Budget Planning and Management**

- Ensure cash flow projection prepared keeping consistency with project action plan and donor's budget phasing at the beginning of the project;
- Oversee project expenditure and hold budget management responsibility for the project at country level under supervision of line manager, including regular monitoring budget versus expenditure, ensuring that costs are allocated correctly and expenditure is happening in line with the plan and agreement with the donor;
- Ensure budget utilization and physical target achievement are reviewed at least once a month, and a copy of the review and minutes of the meeting are shared with the Interim/country Director, Regional Programme Adviser-DRR, and Finance;
- Provide adequate information and work with country finance and regional finance manager for preparation of donor's report.

#### **Personnel management**

- Ensure performance management is implemented within the project. This includes ensuring that all staff have job description, work plan and have clear performance objectives and receive meaningful feedback, coaching and mentoring on their performance regularly;
- Ensure that project staff have appropriate capacity, skills and knowledge required for project implementation and capacity development plan is prepared based on the ongoing monitoring of performance of the staff;
- Encourage a culture of learning, openness, creativity and innovation within the project team
- Ensure that staff understand and comply with all relevant HelpAge policies and procedures with respect to Code of Conduct, protection to vulnerable adult and children, health and safety and other relevant policies.

#### **Representation and Coordination**

- Build relationships with network members, government authorities, donors, local and international humanitarian agencies to effectively position HelpAge as the leading organisation for ageism issues in Bangladesh and Asia;
- Ensure effective coordination and collaboration with key stakeholders and partners – NGOs, civil society organisations, community groups, and government counterparts;
- Represents HelpAge International interests through participating in different forums and relevant coordination meeting with network members.

### **Other Responsibility**

Be part of a multifunctional team that can assume tasks or responsibilities that are not necessarily defined in this job description. This requires adaptability and high collaborative team spirit.

### **PERSON SPECIFICATION**

The post holder will require the following competencies, skills and experience;

- **Essential**

- Degree in any relevant field with at least five years of experience in project management preferably with INGO;
- Professional qualification in humanitarian/development studies would be desirable;
- More than 7 years substantial experience in disaster risk reduction and humanitarian programme management, and capacity building development sector including programme design and budget management;
- Hands on experiences on programme finance and administrative management required for DRR and humanitarian project implementation;
- Hands on experiences in working with partnership with local organizations ensuring their capacity building in place for smooth project implementation;
- Experience in strategic planning and implementation;
- Hands on experiences on human resource management and provide technical advice to the team ensuring effective delivery to meet programme objectives, building staff and partner capacity;
- Able to create and maintain networks and positive, productive working relationships with other organisations and institutions;
- Strong commitment to humanitarian values, law and principles and familiarity with humanitarian standards;
- Ability to promote organisational learning through analysis, report writing and dissemination of information;
- Excellent understanding of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management;
- Excellent interpersonal skills, including experience of negotiation with a wide range of organisations at different levels and with a high level of cultural sensitivity;
- Excellent command of written English, in order to be able to prepare guidelines, training materials and other resources;
- Able to work in a changing environment and working with multi disciplinary teams at country and regional level;
- A very good team player for creating a culture of learning and contributing in team building;
- Able to travel and work in the field.

- **Desirable**

Knowledge and experience working with older people's issues.

### **NOTE**

This job description is intended as guidance and should not be viewed as inflexible as it may be varied from time to time in the light of strategic development of HelpAge programme objectives.