

# INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL (IPPFAR)

## JOB DESCRIPTION - RE ADVERTISEMENT

Candidates who had applied in Round 1 & Round 2 are asked not to re-apply.

<b>Job Title:</b>		<b>Department:</b>	
<b>Project Advisor – Frontiers in SRHR</b>		<b>Programmes</b>	
<b>Location:</b>	<b>Responsible to:</b>	<b>Date:</b>	<b>Rank</b>
<b>Nairobi</b>	<b>Head of Programmes</b>	<b>December 2021</b>	<b>C 3</b>
<b>A. JOB PURPOSE</b>			
<p>The post holder, through an efficient and effective project management, is responsible for ensuring the achievement of the Packard-funded project: Frontiers in SRHR Access for Women and Youth: Self-Care and Digital Health.</p> <p>This project is delivered by IPPF Member Association's in Cambodia, Cameroon, and Ghana, and has the long-term goal of improving women's and girls' sexual and reproductive health and rights (SRHR) through innovative, sustainable, and client-centred approaches.</p> <p>Provide strategic guidance and technical support to Member Associations (MA) project teams in the furtherance of the project.</p> <p>Specifically contribute to IPPF's youth programming, focusing on the institutional strengthening of IPPF's work related to self-care and digital health interventions (DHI) for continuity of SRHR information and care during and beyond Covid-19 and improved resilience for the future.</p> <p>Closely work with the secretariat technical teams to ensure that the project is managed efficiently ensuring high-performance, high-quality programme and service delivery in an accountable manner.</p>			
<b>B. KEY TASKS</b>			
<b>Project management</b>			
<ul style="list-style-type: none"> <li>To oversee the implementation of the project according to the project design, the implementation, monitoring and reporting plans and in line with existing best practices and IPPFAR policies/procedures.</li> <li>To co-ordinate the overall project, including, grant management, reporting, donor compliance, project documentation, monitoring and evaluation, designing and maintaining effective data collection systems and sharing best practice.</li> <li>To provide support and guidance to implementing MA across all stages of the project (in country project implementation, capacity building, monitoring and evaluation).</li> <li>To monitor project expenditure and costs against results, to provide inputs in reviewing/overseeing the financial planning and reporting of the project.</li> <li>To develop sound monitoring plan to regularly track the implementation of the project in general and specifically for each of the 3 countries in order to timely providing feedback/support to each MA.</li> <li>To ensure the delivery of project is to the appropriate quantitative and qualitative levels of donors' expectations.</li> <li>To support the evaluation of the project and to liaise with and support research institutions on relevant research and evaluation activities related to projects.</li> <li>To design and implement a learning and dissemination strategy to contribute to IPPF's capacity sharing and knowledge management and support the uptake within the Federation of lessons learned and good practices from the project and related programming.</li> <li>To co-ordinate the preparation of programme related materials and publications for dissemination to internal and external audiences to promote awareness and lesson-learning</li> <li>To ensure that the results of the project are integrated in broader youth and abortion programmes, policies and strategies.</li> <li>To ensure that IPPF's policy on protection of children and vulnerable adults is incorporated within the project.</li> <li>To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.</li> </ul>			

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### Team management

- To strengthen the capacity of the regional team of the project to develop and to implement innovative SRHR approaches within and beyond the project
- To manage the regional team of the project on a day-to-day basis to support the project on its performance objectives in line with the departmental joint priorities and deliverables.
- To assist members of the regional project team to set annual goals and performance objectives against achievements of the project and considering the departmental deliverables
- To conduct quarterly one on one and team meetings to review work plans against achievements of the project team at regional level
- To track and ensure contributions of the regional project team and project consultants are adequately captured and timely shared/disseminated.

### Partnerships and collaboration

- To collaborate with IPPF technical colleagues for the delivery of programme activities, including those working on youth, self-managed medical abortion, digital / mHealth and quality of care.
- To manage work with consultants and external partners for the delivery of the project, including IBIS and YLabs.
- To identify, collect, and compile information on scalable and sustainable best approaches in the area of self-care and digital health interventions (DHI) for continuity of SRHR information and care during and beyond Covid-19
- To collaborate with the Strategy, Organizational Development and Governance department and with the Communication unit to document Frontiers in SRHR promising/best practices in the 3 countries.
- To ensure effective partnerships internally with youth networks and with relevant international organizations, including IPAS and the Youth Coalition, and represent IPPF at external meetings and conferences as required.
- To ensure effective internal coordination with finance and operations colleagues for timely project delivery and reporting.
- To coordinate information flow, regular communication, and timely responses between IPPF ARO, the secretariat and the project donor.
- To collaborate with other departments at IPPFARO to contribute to the delivering of the agreed regional office priorities.
- To contribute to strengthen internal and external linkages and partnerships between the Programme Department and other ARO departments/units, other IPPF secretariat offices and other strategic external partners.
- To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.

### Other

- To prepare and participate to the quality restricted projects review meeting as a member of the program department
- To actively support the Head of Programmes department and work closely with other program specialists to advance departmental agenda
- To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance
- To undertake any other duties as may be requested by her/his supervisor from time to time.

## C. PERSON SPECIFICATION

### 1) Competencies

#### PROFESSIONALISM:

- Knowledge and experience of working with International Non-Governmental Organization.
- Knowledge of wide range of SRHR programs and innovations, specifically related to AYSRH, self-care and digital health interventions (DHI)

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- Conceptual and strategic analytical capacity, to include ability to analyze and articulate the SRHR dimension, including SRHR in fragile contexts, such as a pandemic, that require a well-coordinated regional and national responses.
- Knowledge of the region and countries in the project, including the political, economic, and social dimensions
- In-depth understanding of reproductive health issues for vulnerable/marginalized groups in the project countries, including LGBTI, IDPs, women, adolescent, and young people
- Ability to identify and to formulate conclusions/recommendations to resolve a wide range of complex issues/problems, including woman's right to choose and to have access to safe abortion services
- Ability to relate SRHR issues and perspectives, including gender and inclusiveness issues, to human rights programmes
- Show pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

### PLANNING & ORGANIZING:

- Develops clear goals that are consistent with agreed strategies
- Identifies priorities and knows when to adjust priorities if necessary
- Allocates appropriate amount of time and other resources for completing work
- Foresees risks and allows for contingencies when planning
- Organizes training sessions, e-training and facilitate same
- Monitors and adjusts plans and actions as necessary.

### TEAMWORK:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise
- Is willing to learn from others
- Places organizational and team agenda before personal agenda
- Empowers others to translate shared vision into results
- Is proactive in developing strategies to accomplish team objectives
- Works independently and as a team member
- Supports and acts in accordance with the final team-decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### ACCOUNTABILITY:

- Takes ownership of all responsibilities and honors commitments
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards
- Works on multiple deliverables simultaneously, independently and meet deadlines without compromising quality
- Strong report writing and presentation skills
- Operates in compliance with organizational regulations and rules
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### COMMUNICATION:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors' language, tone, style and format to match audience
- Demonstrates openness in sharing information and keeping people informed.

### MANAGING PERFORMANCE:

- Delegates the appropriate responsibility, accountability, and decision-making authority
- Makes sure that roles, responsibilities, and reporting lines are clear to each staff member

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<ul style="list-style-type: none"><li>• Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills</li><li>• Monitors progress against milestones and deadlines</li><li>• Regularly discusses performance and provides feedback and coaching to staff</li><li>• Encourages risk-taking and supports creativity and initiative.</li></ul>
<b>2) Education</b>
<ul style="list-style-type: none"><li>• Master's degree in Development studies, social science, public health or other related fields.</li></ul>
<b>3) Work Experience</b>
<ul style="list-style-type: none"><li>• At least five years' experience in similar position, or health programmes management two of which should be at the international level</li><li>• Significant experience in managing programmes and projects</li><li>• Significant experience of effectively managing budgets in line with donor requirements</li><li>• Consistent application in using digital health interventions to improve access to information and/or services, ideally in a developing country setting preferably in the field of sexual reproductive health (SRH)</li><li>• Consistent application in SRH issues that relate to young people's access to stigma-free services, including access to safe abortion, preferably in a developing country setting.</li></ul>
<b>4) Languages</b>
<ul style="list-style-type: none"><li>• For this post fluency in English and French (both oral and written) is a must.</li><li>• Knowledge of Portuguese is an advantage.</li></ul>
<b>5) Assessment</b>
Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.
<b>6) Other requirements</b>
<ul style="list-style-type: none"><li>• Subscribe to IPPF's Mission, Vision, and Values</li><li>• Embrace working in a multicultural environment</li><li>• Ability to maintain high level of confidentiality</li><li>• Sound project management skills</li><li>• Ability to work and deliver under pressure</li><li>• Willingness to travel: approximately 30% of time</li><li>• Focus on continuous improved results/performance</li><li>• Proficiency in technologies, such as MS office suites</li><li>• Flexibility, team player and willingness to work outside normal working hours.</li></ul>