

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(AFRICA REGIONAL OFFICE)**

Job Title		Department	
Specialist: Grants Management		EXTERNAL RELATIONS, ADVOCACY AND COMMUNICATIONS	
Location	Responsible to	Date	Rank
Nairobi, Kenya	Lead Specialist: Grants Management, Partnerships and Resource Mobilization	January 2022 (10 months Contract)	C3

1. JOB PURPOSE

The International Planned Parenthood Federation (IPPF) Secretariat comprises a London and six Regional Offices. The IPPF Africa Region (IPPFAR) is one of the leading providers of quality sexual and reproductive health (SRH) services in Sub-Saharan Africa and a leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men and women in sub-Saharan Africa. To reach this goal, IPPFAR works with governments, the African Union (AU), regional economic commissions (RECs), the Pan-African Parliament, the United Nations, among others, to expand political and financial commitments to SRHR in Africa. For more information, please read our 2021 profile (in English and French) [here](#).

IPPFAR is looking for a Specialist: Grants Management. The postholder will be responsible for overall coordination and management of grants and restricted funded projects of IPPFAR and will ensure adherence to internal and donor standards, policies and regulations. S/he shall design and administer grants in IPPFAR and Member Associations, developing and refining manuals, building capacity on financial and accounting systems, ensuring alignment with program objectives, and managing procurement systems. The post holder will work closely with the Program and Strategy and Organisational Development team to ensure that funded project development is aligned with IPPFAR strategic objectives and plans.

The postholder will work under the supervision of the Lead Specialist: Grants Management, Partnerships and Resource Mobilisation, together with the Specialist: Donors Relations and Partnership Building, and the Coordinator Grants Management & Resource Mobilization.

2. KEY TASKS

- **Coordination of the entire grant making process;** including the pipeline, the development and review of proposals, the selection process for grants, review of

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financial documents and programme reports, and close out of grants; Oversee the timely drafting of donor reports with Programme staff and collection of relevant data with the Strategic Organizational Development team. Review, in collaboration with the Operations Department purchase requisitions for details and completeness, ensure approval through proper channels.

- **Management of compliance of IPPFAR with both IPPF policies and donors' requirements;** Ensure the quality, relevance and compliance of the reports submitted to donors and partners. Manage follow-up of contractual and official information and correspondence for grants.
- **Ensure transparency in all accounting and financial management** and in overall funded programme operations;
- **Improve, update, and share the reporting tools** regularly.
- Support staff and Member Associations' **capacity building** in terms of reporting, data collection, quality and compliance.
- **Support resource mobilization and grants management**, including the development and writing of strong evidence-based project proposals, developing theories of change, budgets, narrative and financial reports, contributing to the production of quality and timely funding proposals, donor reports, and other external communication materials.
- S/he shall embrace safeguarding as well as all organisational policies;
- To undertake any other duties as may be requested by the head of department.

3. COMPETENCIES

PROFESSIONALISM: Experience in developing project proposals and managing grants as well as their closure and evaluation. Strong experience in donor relations and partnership building; strong financial management experience; strong understanding of donor requirements and knowledge of the donor community. Shows pride in work and in achievements; demonstrates professional competence and mastery of IPPF mandate, particularly in the areas of advocacy, communications, public relations and partnership building. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Experience in working team with different backgrounds and experience across several locations.

LEADERSHIP: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly

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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.

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 team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

4. QUALIFICATIONS

- Master's in finance/Accounting, Management and/or equivalent.
- At least 10 years' experience working with international NGOs in development and management of grants and finance and administration;
- Experience with restricted funded programs/projects, their development, management, closure and evaluation;
- Experience in grant management of international and domestic funders across health and human development sectors (i.e. European bilateral, DFID, World Bank, DFID, UN agencies and private foundations and corporations);
- Experience in writing evidence-based proposals, based on strong theories of change, to both institutional and private donors/trusts and foundations;
- Knowledge of and experience of working, negotiating with the donor community internationally
- English and French are the working languages of the ARO. For this post **fluency in English and French (both oral and written) is required**. Knowledge of Portuguese is an advantage
- Experience working in a multicultural environment.
- Willing to work outside standard office hours as required.
- Willing to travel internationally – about 30 days a year

5. ASSESSMENT

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.