

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
AFRICA REGION (IPPFAR)**

JOB DESCRIPTION

| Job Title: | | Department: | |
|---|--|--|--------------|
| Organisational development coordinator | | Strategy and Organization Development | |
| Location: | Responsible to: | Date: | Rank: |
| Nairobi | Head of Department Strategy, and Organizational Development | November 2021 | E2 |

1. JOB PURPOSE

The role of the Organisational Coordinator is to be responsible for the management of information, communications, exchanges and sharing of best practices relating to the organisational support the Regional Office for Africa (ARO) provides to member associations (MAs) and as and collaborative partners (CPs). The postholder will help disseminate the work of MAs and CPs within the organisation and will enhance cross-communications between MAs and CPs in Africa and other regions. The post will help to address advocacy and communication gaps through peer-to-peer support training and exchange of experience or through exposure to advocacy and communications events. The postholder will also support MAs and CPs to develop joint programs initiatives in areas of the IPPF mandate, particularly with the youth. The postholder will ensure that the Africa Regional Office is up to date with innovation, resource mobilisation and SRHR initiatives undertaken by Mas and CPs. The postholder will act as the liaison between MAs and CPs n the Africa region and the Africa Regional Office.

2. KEY TASKS.

PERSON SPECIFICATION

Under the general supervision of Head of Department Strategy and Organizational Development the incumbent is responsible for coordinating communications and information between MAs, CPs, and ARO departments. The postholder ensures a smooth flow of information, knowledge sharing and coordination among member associations, collaborative partners and ARO to facilitate support to MAs and peer to peer work.

MA Organisational and membership information management

1. To ensure that the information needs of the Africa Regional Office in terms of organisational development and member associations and collaborative partners are met in a timely, effective, and efficient manner.
2. To support the identification, assessment, and enrolment of new collaborative partners
3. To ensure the availability of appropriate tools and mechanisms to collect up-to-date institutional results for programme planning and reporting (SHRH, Advocacy, youth, management and board and staff relations).

4. To facilitate communication between the Member Association and the Africa Regional Office to ensure the transfer and channelling of accurate information about the MAs in terms of organisational development.
5. To oversee efforts to cultivate and manage productive communication relationships with Member Associations that can contribute to greater responsiveness.
6. To assist in transforming unstructured information gathered from member associations into relevant and timely content to meaningfully support decision making within the Africa Regional Office and exposure to the African continent (advocacy wins).
7. To maintain a strategic database that captures key information on member associations focusing on specific areas such as advocacy, resource mobilisation, communications, programme, organisational development, and institution building to proactively inform the support of the regional office to MAs and CPs.
8. To support the development of systematic feedback channels from member associations to identify emerging trends, ideas, opportunities and challenges.
9. To support the ARO management team and relevant ARO staff by providing a virtual space where they can access accurate and up-to-date information on the MAs organisation, programmes, and institution building.
10. To promote and ensure a strong code of ethics and integrity in the management of sensitive information on the organisational development of the organisation including Mas.

Africa Region Knowledge exchange and coordination

1. To maintain and update the online engagement platforms to enable regular and proactive knowledge exchange between member associations and the Africa Regional Office.
2. To take the lead in encouraging member associations and ARO staff to proactively share relevant organisational knowledge (explicit and tacit) and ensure that it is considered an asset to the federation.
3. To ensure that knowledge about member associations is shared both vertically and horizontally between Mas, departments of the Africa Regional Office and other IPPF secretariat offices.
4. To contribute to the development of new media (online and offline) to disseminate relevant knowledge gathered in the Africa region in close collaboration with the ERAC department.
5. To support the coordination of events by contributing to the planning of events involving the Executive Directors, Presidents and Young Presidents of Member Associations.
6. To undertake any other duties as assigned by his/her supervisor.

1) Competencies

PROFESSIONALISM: Shows pride in work and in achievements; demonstrates professional competence and mastery of managing strategic information and documents; 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. Demonstrates professional competence and mastery creating, maintaining and storing organisational records in compliance to international standards. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

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.

2) Education

Bachelor's degree (or equivalent years of experience) required, preferably in Communication, Social Sciences, diploma in business administration or another related field.

3) Work Experience

Five years progressively responsible professional work experience at the national and/or international levels in Communication, Social Sciences, Business Administration in the field of Sexual and Reproductive Health and Rights with a background in SRHR NGOs or public relations.

4) Languages

English and French are the working languages of the ARO. For this post fluency in English is required. Working knowledge of French is required and knowledge of Portuguese is an asset

5) Assessment

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

6) Other requirements

Experience successfully interacting with key stakeholders

Excellent interpersonal skills.

Strong organization and prioritization skills with ability to handle multiple tasks

Results-oriented and ability to collaborate to achieve results.

Exhibits honesty and integrity

Self-motivated, Self-directed

Strong verbal and written communication skills.

Team player/team builder/coach skills

Ability to work in a multicultural environment.

Willing to work outside standard office hours as required.

Willing to travel internationally – about 30 days a year.