

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

**JOB DESCRIPTION**

Job Title:		Department:	
Peer to Peer Support Specialist, Financial Oversight and Risk		Strategy and Organizational Development	
Location:	Responsible to:		Rank:
Dakar	Head of Department Strategy, Organizational Development and Governance		March 2021 C3

**1. JOB PURPOSE**

The role of the Peer-to-Peer support specialist, Financial Oversight and Risk is to strategically support IPPFARO teams and Member Associations (MAs) to formulate and implement sound policies and procedures in accordance with recognized best practices and IPPF membership terms and conditions, to strengthen their internal controls and accountability and to promote the efficiency of their operations, using peer to peer strategies and approaches as well as technical assistance when necessary. He/she plays a crucial role on compliance of MAs with IPPF and other donors funding conditions and policies. The role will also support peer to peer financial governance among MAs.

**2. KEY TASKS.**

Under the general supervision of the of the Head of Strategy, Organizational Development and Governance Department, the Peer-to-Peer Support Specialist, Financial Oversight and Risk will be responsible for the following duties:

**Risk Management**

1. Support the region in the prevention, detection and management of fraud and safeguarding matters.
2. Ensure that financial & other risks challenging the MAs performance are identified, prioritized and appropriate action taken to support them.
3. Support and give guidance to MAs in the identification, prioritization and implementation of risk assessment and management strategies in a timely manner using peer to peer support.
4. Develop/review and implement strong financial controls and accounting systems and policies as well as effective collaboration with MAs on all matters relating to the IPPF Africa Region budget, APB, project funding, reporting and data provision.
5. Participate in any investigation under the responsibility of the Department of Strategy, Organizational Development and Governance (SODG) and in the development and implementation of roadmaps including debts and other institutional challenges, faced by the MAs, as part of o risk prevention and management.
6. Build capacity of MAs Governing Bodies, SMT and relevant staff on risk management and financial oversight using peer to peer strategies and approaches.
7. Monitor grants of MA, including the preparation of funding agreements, and release of funds
8. Ensure Africa Region compliance to IPPF with donor project management policies, best practices, and procedures, including the timely and complete submission of plans, reports and other statutory requirements (Annual Program and Budget, Annual and Half

Year Reports, Audit report, etc.).

9. Review audited accounts, annual and half-year reports, annual program budget (APB) and other Mas special financial reports including follow up on the development and implementation action plans, when recommendations come from external auditors.

### **Financial Oversight**

10. Lead and coordinate the development and implementation of peer-to-peer support strategies on financial oversight, risk management and accountability, budgeting, resource allocation and cost analysis based on principles of value for money.

11. Promote, support and facilitate peer to peer learning experience and sharing including coaching and mentoring as part of Organizational Development (OD) and growth of MAs on finance and risk management.

12. Ensure that MAs in the region can provide Technical Assistance on finance or risk management of other MAs in the region and worldwide, directly or through centers of excellence.

13. Support MA resource mobilization exercises with the External relations department of the Africa regional office, the program and the operations' departments , in particular for the development of budgets for project proposals.

14. Support the identification of ARO and MAs organizational /TA needs, skills gaps and skills available to enhance peer to peer support and support capacity building initiatives on Operations management of MAs.

### **Compliance**

15. Support MAs to develop and implement sound business plans.

16. Support MAs to comply with all legal, fiscal, and statutory requirements of governments, donors, and other stakeholders of both restricted and unrestricted funding.

17. Support MAs in the development and review of their strategic and annual plans and reports.

18. Promote and ensure a strong code of ethics and integrity within MAs project management and programs principles and initiatives.

19. Contribute to building donor's trust and confidence in MAs to raise adequate funding to effectively undertake sexual and reproductive health and rights programs and project management.

20. Support incident management resolution related to fraud

21. Support the prevention of safeguarding issues and contributes to their resolution

22. Collaborate with the Peer-to-Peer support specialist project management and programs in developing procedures, guidelines, and tools for Mas of Africa region in alignment with national, regional and international standards.

23. Work in close collaboration with other departments of the organization.

24. Support the accreditation review of MAs and implementation of post accreditation action plans.

25. Support the Department of Strategy, Organizational Development and Governance to ensure that department objectives are achieved on time.

26. Undertake any other duties that might be assigned by supervisor or other departments of the IPPF Regional Office.

### **1) Competencies**

**PROFESSIONALISM:** Knowledge on financial management and oversight, auditing, and risk management. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. 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**

- An advanced university degree (MA/MSC) in Accounting, Finance management or related field.
- Membership of a recognized Professional Body in the related field.

## **3) Work Experience**

At least seven years post graduate working experience. Broad experience on financial management including auditing, risk, budgetary control, financial accounting, and project management. At least 5 years' experience in working in an international membership organization or a federation.

## **4) Languages**

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.

## **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**

- High level of demonstrated Professional Ethics
- Integrity and Confidentiality
- Diplomatic skills
- Negotiation skills
- Flexibility
- Strong analytical skills
- Good knowledge of IT
- Experience in working in a multicultural environment
- Willing to work outside standard office hours as required
- Willing to travel internationally- about 30 days a year