

# INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL (IPPFAR)

## JOB DESCRIPTION

Job Title:		Department:	
Programme Specialist: Gender, Inclusion and Humanitarian Response		Programmes	
Location	Responsible to:	Date:	Grade
Nairobi	Lead Sexual Reproductive Health and Rights (SRHR) programming and innovation	April 2022	E
<b>A. JOB PURPOSE</b>			
<p>The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of national organizations, referred to as Member Associations, working with and for communities and individuals. The IPPF Secretariat comprises of a London Office and six Regional Offices, including the Africa Regional Office (ARO).</p> <p>Headquartered in Nairobi, Kenya, the overarching goal of the ARO is to increase access to SRHR information and services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, 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. IPPF ARO tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 40 countries. For more information, please read our 2021 profile (in English and French) <a href="#">here</a>.</p> <p>This key position within the Programmes department will bring technical leadership in the areas of Gender, Inclusion and Humanitarian Programming across our projects. The postholder will lead the delivery of quality gender transformative and disability-inclusive SRHR and GBV projects; ensure that gender and disability considerations are mainstreamed within IPPFAR programming; lead and strategically guide regional SRHR humanitarian response for internally displaced persons (IDPs), refugees, marginalized and disadvantaged communities and other vulnerable groups; lead on programmatic learning; and represent ARO in internal and external technical working groups and expert consultations.</p>			
<b>B. KEY TASKS</b>			
<p><b>Programmes management</b></p> <ul style="list-style-type: none"> <li>To develop, include within project design, and deliver on best-practices and evidence-based gender transformative and disability-inclusive approaches, mainstreaming gender and disability inclusion strategies that will lead to greater equality and equity outcomes in the region.</li> <li>To monitor social, environmental, political and other events on the continent that impact on the health and SRHR needs of populations, and guide gender and inclusion-focused regional intervention strategies;</li> <li>To develop, review, provide training and guidance on the use of technical tools, policy statements, guidelines, standards, framework relating to gender, inclusion and to SRHR in the humanitarian context.</li> </ul>			

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- To provide technical guidance to colleagues and MAs to guarantee effective integration of gender and disability considerations in programmes and projects, as well as throughout the humanitarian programme cycle (HPC).
- To design and guide the implementation of a harmonized humanitarian response and projects in line with existing best practices and the IPPF humanitarian strategy across targeted countries, including through the development of guidelines that enable preparedness, programme design, proposal writing, and SRHR service delivery which can be adopted/adapted to enhance readiness to and appropriateness of humanitarian interventions.
- To collaborate with MAs in monitoring humanitarian needs, designing and implementing humanitarian programmes at country level, conducting needs assessment and reviewing HPC and project proposals in target countries.
- To actively support MAs to access IPPF Stream 3 funds and implement Life-savings projects that are designed to ensure that people of all genders will benefit equitably during crisis
- To develop approaches on gender mainstreaming to ensure the content of national humanitarian response plan (HRP) highlights and address gender concerns and that members of humanitarian' clusters, including feminist CSOs, have increased support and capacity to respond to emerging gender priorities.
- To ensure and guide Member Associations to include Sexual & Gender Based Violence (SGBV) services are well integrated within the essential package of SRH services in targeted priority countries.

### **Partnerships and Inter-departmental / inter-office collaboration**

- In collaboration with the Programme team, lead and/or contribute to policy briefs and position papers focusing on gender, inclusion and/or humanitarian action, as and when required.
- In collaboration with the External Relations and Advocacy team, lead and/or contribute to writing compelling project proposals aligned with global best-practices and evidence to mobilize additional resources.
- In collaboration with the communication team, lead and/or contribute to media articles/campaigns/blogs/press releases/op-eds development.
- To Collaborate with External Relations and Advocacy team to build strategic partnerships with governments, civil society, private organisations, UN agencies and donors to implement Humanitarian response and Gender sensitive programmes in the region
- To collaborate with the global humanitarian team, specifically the Regional Humanitarian Advisor, Arab World and Africa Regions (AWRO/ARO) in order to contribute to a substantive development of technical capacity of regional clusters' member associations in gender transformative approaches, inclusion and Humanitarian response, including the Minimum initial service package (MISP) and humanitarian MEAL system
- To promote and facilitate intra and inter regional collaboration/training and sharing of lessons and experiences related to Gender, Inclusion and Humanitarian response programming and create partnerships with key actors working in SRHR including donors and UN agencies.

### **Other**

- To actively engage in all priority initiatives in the Programmes Department including but not limited to the quality of care, task shifting, self-care, digital health and enabling services
- To contribute to the regional office strategies on enhancing restricted funded project delivery
- To undertake other duties and assignments that may be requested by the Supervisor.

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C. PERSON SPECIFICATION
<b>1) Competencies</b>
<ul style="list-style-type: none"> <li>• <b>LEADERSHIP:</b> 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.</li> <li>• <b>TEAMWORK:</b> 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.</li> <li>• <b>PLANNING &amp; ORGANIZING:</b> 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.</li> <li>• <b>JUDGEMENT/DECISION-MAKING:</b> Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.</li> <li>• <b>COMMUNICATION:</b> 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.</li> </ul>
<b>2) Education</b>
<ul style="list-style-type: none"> <li>• Master's degree or equivalent in women's and/or gender studies, public health, social/humanitarian work or any other related field.</li> </ul>
<b>3) Work Experience</b>
<ul style="list-style-type: none"> <li>• At least six years' experience in similar position, focusing on SRHR within humanitarian contexts, programme management within the field of SRHR with women and marginalised groups. Of this at least two years must have been in a regional position.</li> <li>• Excellent oral and written skills in English, especially for writing high-quality proposals and reports, is a strong requirement for this post.</li> <li>• Significant experience of effectively managing budgets, grants and donor compliance.</li> <li>• Knowledge and experience of working with International Non-Governmental Organization</li> </ul>

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<b>4) Languages</b>
For this post fluency (both oral and written) in English and Portuguese OR French is required
<b>5) Assessment</b>
Evaluation of qualified candidates may include a competency-based interview which may be followed by a desk review and/or an assessment exercise and written test.
<b>6) Personal Attributes</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>• Willingness to travel approximately 30% of time</li><li>• Focus on continuous improved results/performance</li><li>• Ability to work and deliver in a difficult setting</li><li>• Proficiency in technologies, such as MS office suites</li><li>• Ability to develop guidelines, policies and training packages</li><li>• Flexibility and willingness to work outside normal working hours</li><li>• Commitment to community and civil society engagement including the meaningful participation of marginalized communities</li></ul>