

JOB TITLE		DEPARTMENT	
Programme Officer: Nairobi Feminist Opportunities Now		External Relations & Advocacy	
LOCATION	REPORTING	DATE	GRADE
Nairobi, Kenya	Programme Manager	May 2022	D

## 1. BACKGROUND

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.

Headquartered in Nairobi, Kenya, the overarching goal of IPPF Africa Region (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 local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), 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) [here](#).

IPPFAR, in consortium with [CREA](#), [Empow'Her](#), the [International Federation on Human Rights](#) and [Médecins du Monde](#), will be leading the delivery of a new project entitled **Feminist Opportunities Now (FON)**, with the overarching objective to build the capacity of feminist movements, via sub-grants to feminist organizations, particular efforts will be deployed in reaching small, often non-registered, feminist organizations to address and respond to gender-based violence as well. The project is an ecological-based model that combines the use of multi-disciplinary gender-transformative approaches and direct sub-granting, it also intends to provide longer-term mentorship and support to feminist organizations in their overall development by designing specific trainings tailored to their needs, and helping them to identify other sources of funding. FON also includes a research-action component that will help understand how these approaches can be scaled-up and sustained, for knowledge sharing and communication purposes. The project will be implemented across 10 countries in 3 continents: Mexico and Colombia (lead by MdM), Bangladesh and Sri Lanka (lead by CREA) and Burkina Faso, Ethiopia, Guinea, Ivory Coast, Kenya and Mali (lead by IPPF ARO).

## 2. JOB PURPOSE

To implement this project, IPPFAR wishes to put in place a talented, dynamic and diverse team with broad experience in implementing gender-transformative SRHR programmes, with demonstrated financial and technical management skills, project management experience and the ability to deliver quality needs-based services aligned to donor's requirements.

To this effect, the IPPFAR is looking for a **Programme Officer** who will support the delivery of this project in Africa. The role is a fantastic opportunity to demonstrate excellent combination of programme support and coordination skills and experience, particularly with regards to ensuring programme quality and donor compliance. The appropriate candidate will also bring excellent interpersonal and communication skills and be willing to travel.

## 3. KEY TASKS

The position reports to the Programme Manager and the incumbent will work collaboratively across the FON team, and in particular with grants management, finance, procurement and other internal units as required within the broader Africa Region team. As work will ebb and flow, the amount of time dedicated to each responsibility in this job

may vary significantly depending on the overall FON work plan and activities, so the amount of time spent on any specific responsibility will vary and will be allocated in regular discussion with the PO's manager.

The Programme Officer will be responsible for the following key tasks:

1. To support the implementation of the project activities across Africa with a particular focus on Ethiopia and Kenya, to ensure the overall objective/impact/outcomes of FON are achieved and are adequately aligned with the targeted needs, in complete compliance with donor requirements.
2. To support the overall programme implementation in line with global best-practice and standards, applying appropriate project implementation strategies and approaches to achieve project outcomes as indicated in the project documents.
3. To establish and maintain regular communication within the team, consortium members and sub-grantees to provide support and collaborate with them on issues related to implementation of activities, donor compliance, submissions of reports and other post award deliverables. This will also include organizing regular meetings on the technical working groups.
4. To support the administrative and procurement functions for the team, such as invoicing, accounting, reporting, and contributing to narrative and financial reports, to ensure successful execution of grant processes as/when required in close collaboration with the Finance Officer and Internal Auditor.
5. To establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; and monitor and evaluate programmatic and operational effectiveness, and advise and effects changes required for improvement.
6. To support the development of a wide range of integrated communications and knowledge management strategies and products in close collaboration the communications team.
7. To ensure that the project implementation aligns with IPPFAR's principles of safeguarding of children and young people and gender transformative approach.
8. To undertake any other responsibilities which are commensurate with a role of this nature, which have been discussed and agreed with the programme manager.

#### **4. COMPETENCIES**

- **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.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; 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.

## Africa Region

- **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.
- **JUDGEMENT/DECISION-MAKING:** 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.
- **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.

## 5. REQUIREMENTS

- **EDUCATION:** A Bachelor's degree in public health, financial management, social sciences, public policy, communications and/or other related fields
- **WORK EXPERIENCE:** At least 5 years of relevant professional experience, with at least 2 years of solid experience in multi-country/regional programme management. A track-record in SRHR programming in sub-Saharan Africa is an advantage.
- **LANGUAGES:** English and French are the working languages of the IPPFARO. For this post fluency in English (both oral and written) is required, and knowledge of French is desirable.
- **SKILLS:** Excellent interpersonal skills - articulate and diplomatic. Ability to interact with diverse groups; Excellent written communication skills; Strong analytical skills and the ability to summarise and simplify complex information; Strong influencing skills; Sound research skills; Good understanding of development issues and fundraising; Excellent project management, time management and organisational skills to meet multiple deadlines; Good IT skills – Word, Outlook, Excel and PowerPoint; Flexible – team player.
- **OTHER REQUIREMENTS:** Awareness of and sensitivity to the multi-cultural environment in which IPPFAR operates; Sensitivity to and understanding of SRHR issues; Willing to work outside standard office hours as required; Willing to travel internationally – about 45 days a year.

## 6. ASSESSMENT

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

## 7. APPLICATION DEADLINE

**31 July 2022**

Please note, that this position is for Kenyan nationals and/or those who already hold the right to work in Kenya.

***'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment'.***