

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

JOB DESCRIPTION

Job Title:		Department:	
“STAND UP for SRH” Project Advisor		Programmes	
Location:	Responsible to:	Date:	
Nairobi	Head of Programmes	July 2022	

A. 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, in consortium with Oxfam Canada, will be leading the delivery of a new project entitled Stand Up for SRHR ([Stand Up](#)). Implemented in Mozambique and Uganda, the Stand-Up project aims to increase Sexual and Reproductive Health and Rights (SRHR) enjoyment for the most marginalized and vulnerable right holders, particularly adolescent girls and young women between 15 to 29 years old, including those with intersecting vulnerabilities due to sexual or gender orientation, or their status as refugees or internally displaced persons. The project will build capacity for SRHR advocacy at the local, national and regional levels to provide quality services related to family planning, abortion, sexual health testing, prenatal care, and sexual and gender-based violence support.

To implement this project, IPPFAR is looking for a **Project Advisor** who will be responsible for leading and delivering this project. This role is a fantastic opportunity to demonstrate excellent programme management and coordination skills and experience, particularly with regards to ensuring programme quality, financial management, risk management, and donor compliance. The appropriate candidate will also bring excellent interpersonal and communication skills and be willing to travel internationally. The postholder will work closely with the IPPF secretariat and IPPF Member Associations (MAs) in Mozambique and Uganda, as well as other relevant staff members.

B. KEY TASKS

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

1. Programme management, budget management, partnership management, and in summary, the overall implementation of the programme to ensure the achievement of the programme goals, objectives and to ensure the overall impact/outcomes are achieved, in line with the project objectives, and are perfectly aligned and in absolute compliance with the donor requirements.
2. Design and implement the coordination mechanism of the Stand-Up ARO team in collaboration with the Head of IPPF ARO Programme department
3. To ensure effective and efficient management of the overall programme, in line with global best-practice and standards, which includes developing appropriate technical, operational, and financial guides/policies, documents and workplans and budget formats which will allow for efficient tracking of project progress through monitoring, evaluation and reporting.
4. To establish and maintain systems for managing project operations:
 - Develop a detailed implementation plan (DIP), annual and monthly project action plans and ensure the project is delivered according to the plan, donor requirements and P&IQP project cycle and annual cycle
 - Prepare detailed project budget and continuous monitoring of expenditures throughout the project period
 - Strategically identify risks and risk mitigation actions to ensure successful project implementation
 - Monitor the progress of the project, actual vs. planned (objectives, activities, and expenditures), through analysing relevant data systematically collected over the lifetime of the project.
5. To provide oversight, coaching, technical support and leadership to in-country project management staff, ensuring they are guided, supported and apply appropriate project implementation strategies and approaches to achieve project outcomes as indicated in the project documents.
6. To coordinate with the IPPF/IPPFAR Programmes teams, technical leads, advocacy, grants management and resource mobilization teams to ensure effective collaboration in project operations and reporting. This includes taking a leadership role in various working groups as defined through the implementation of the project and its governance mechanism, as well as providing regular updates to the IPPFAR Programme Head, the ARO Programmes team, and the project team, including the two in-country Member Associations on the management and technical aspects of the project keeping them informed of significant developments and issues pertaining to the portfolio.

7. To maintain effective and constructive relationships with Oxfam Canada, key stakeholders, and the donors. This will include timely response to donor queries, maintaining impactful relations with the donor and coordinate their field visits.

Other

- To align the project implementation with IPPFAR's principles of safeguarding of children and young people and gender trans-formative approach.
- To work closely with the Lead SRHR programming and innovation on the technical aspects of the project as well as with other ARO senior or cross-cutting specialist to advance project's agenda.
- To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
- To build and maintain positive relationships with Consortium members, with all members of staff, and contacts within and outside the Federation.
- To undertake any other duties as may be requested from time to time.

C. PERSON SPECIFICATION

1) 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.

Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations

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.

- **PROFESSIONALISM:**

Demonstrates knowledge of a wide range of SRHR programmes and innovations, specifically related to comprehensive SRH services, gender mainstreaming, youth-centered care, digital health, quality of care, MIS, and clinical management

Has in-depth understanding of sexual and reproductive health issues for vulnerable/marginalized groups in the project countries, including LGBTIQ+, IDPs, PwD, women, adolescent and young people

Has knowledge of the region and/or countries covered by the project, including the political, economic, and social dimensions

Identifies and formulates conclusions/recommendations to resolve a wide range of complex issues/problems

Is motivated by professional rather than personal concerns.

- **PLANNING & ORGANIZING:**

Develops clear goals that are consistent with agreed strategies
Identifies priorities and knows when to adjust priorities if necessary
Allocates appropriate amount of time and other resources for completing work
Foresees risks and allows for contingencies when planning
Organizes training sessions, e-training and facilitate same
Proven ability to develop guidelines, policies, and training packages
Monitors and adjusts plans and actions as necessary.

- **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 organizational and team agenda before personal agenda
Empowers others to translate shared vision into results
Is proactive in developing strategies to accomplish team objectives
Works independently and as a team member
Supports and acts in accordance with the final team-decision, even when such decisions may not entirely reflect own position
Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **ACCOUNTABILITY:**

Takes ownership of all responsibilities and honors commitments
Delivers outputs for which one has responsibility within prescribed time, budget, and quality standards
Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results
Works on multiple deliverables simultaneously, independently and meet deadlines without compromising quality
Has strong report writing and presentation skills
Operates in compliance with organizational regulations and rules
Takes personal responsibility for their own shortcomings and those of the work unit, where applicable.

- **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.

2) Education & Qualifications

A master's degree in public health, financial management, social sciences, public policy, communications and/or other related fields, or qualified by experience with project management professionalism qualification.

3) Work Experience

- At least five years' experience in similar position, or SRH-related programmes management, including two years of multi-country project management.
- Significant experience of effectively managing and monitoring budgets in line with donor requirements is essential
- Experience managing or providing support to Global Affairs Canada funded initiatives is desirable
- Experience in networking/consortium and cross regional collaboration is an asset.

4) Languages

For this post fluency (both oral and written) in English is required. Fluency in Portuguese is an asset.

5) Assessment

Evaluation of qualified candidates may include a competency-based interview which may be followed by a written test.

6) Personal Attributes

- Subscribe to IPPF's Mission, Vision, and Values
- Embrace working in a multicultural environment
- Ability to maintain high level of confidentiality
- Willingness to travel internationally: approximately 30% of time
- Focus on continuous improved results/performance
- Ability to work and deliver under pressure
- Proficiency in technologies, such as MS office suites
- Flexibility, team player and willingness to work outside normal working hours
- Supportive of a woman's right to choose and to have access to SRHR services and information.
- Commitment to community and civil society engagement including the meaningful participation of marginalized communities.

"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".