

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

JOB DESCRIPTION

Job Title:		Department:	
Senior Technical Adviser, Abortion and Contraception		Programmes	
Location:	Responsible to:	Date:	Grade
Nairobi	Head of Programmes	October 2022	E

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](#).

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), specifically MA involved in the programme supported by the Large Anonymous Donor (LAD).

With predominant focus on the LAD programme with IPPF on expanded access to abortion care and contraception, this post-holder will be responsible to

- oversee, manage, coordinate, and participate in the implementation of the LAD project in the IPPF Africa Region.
- coordinate and participate in programme and organizational management and regular monitoring and documentation of IPPF's overall abortion programme, and its contribution to the IPPF Strategic Framework.
- contribute to IPPF's global technical leadership in quality comprehensive service delivery, with a focus on abortion and contraception, by showcasing to the entire

federation, SRHR community and donors innovative and successful approaches from Member Associations.

- be accountable for the achievements of the IPPFAR LAD project' expected results as provided for in any relevant/approved project documents.

B. KEY TASKS

The Senior Technical Adviser will be responsible for the following key tasks:

1. Lead the management, design, and implementation of the LAD project in ARO, including coordination with the project team in ARO and globally, through a harmonized management approach with ARO Restricted Funded Projects and in line with existing best practices and IPPFAR policies/procedures.
2. 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 work plan and donor requirements
 - Prepare detailed project budget and continuous monitoring of expenditures throughout the project period. This shall include providing inputs to the ARO finance team on the status of budget (SOB) that shall be regularly developed and disseminated internally for decision making
 - 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 quantitative and qualitative data systematically collected over the lifetime of the project.
3. Contribute to IPPF's global technical leadership in quality comprehensive and integrated service delivery (with a focus on abortion and contraception) by showcasing innovative and successful approaches from Member Associations
4. Review, research and prepare briefing sheets, background papers and publications, technical tools and guidelines relating to comprehensive SRH, contraception and abortion services and ensure MAs are kept up to date with latest SRHR knowledge and emerging best practice
5. Lead in the provision of technical support, capacity sharing and clinical guidance to the Member Associations in the delivery of quality contraception services and comprehensive abortion care, including through on-site quality of care supervision, technical assistance and facilitating MA-MA capacity sharing

6. Lead the development of grant proposals relating to abortion, contraception, and SRH service integration, coordinating country and regional level proposal documents in conjunction with other team members
7. Represent IPPF externally with a range of key stakeholders and audiences, including attending meeting with donors and representing IPPF at regional and international conferences
8. Coordinate, edit, and finalise project documents and reports to ensure all project documents meet donor requirements
9. Participate in IPPF cross-working groups and collaborate with colleagues in the IPPF Secretariat and Member Associations globally to advance IPPF's abortion programme
10. Raise the profile of IPPF as an innovative and expert SRHR organization through documenting and sharing of programme results through publications, articles, webinars, conferences, and other opportunities, showcasing innovative and successful approaches from MAs that contribute to learning within the sector
11. Build and maintain positive relationships with team members, all members of IPPF secretariat staff, and partners, including the donor

Other tasks

- To align the project implementation with IPPFAR's principles of safeguarding of children and young people and gender transformative approach.
- To work closely with the Head of Department Programmes as well as other senior or cross-cutting advisors to advance departmental agenda.
- To provide technical advice and support in the formulation and monitoring of policies and innovative programme approaches that support comprehensive service delivery and demonstrate impact
- To coordinate the work of GCACI LAD project staff at ARO, and from time to time, may supervise consultants, temporary staff and interns
- To undertake any other duties as may be requested from time to time.

C. COMPETENCIES

- **PROFESSIONALISM:**

Has in-depth understanding of sexual and reproductive health issues, specifically related to contraception and abortion for vulnerable/marginalized groups, including LGBTQ+, 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; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision

- **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; develops guidelines, policies, and training packages, including for e-training and facilitate same; 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 commitments; is conscientious and efficient in meeting commitments, observing deadlines, quality standards and achieving results; Works on multiple deliverables simultaneously, independently and meet deadlines without compromising quality; Operates in compliance with organizational policies, 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; Has excellent interpersonal communication, writing and presentation skills; Tailors language, tone, style, and format to match audience; Demonstrates openness in sharing information and keeping people informed.

D. REQUIREMENTS

1) Education & Qualifications

A master's degree in public health, Health Services Management, Reproductive Health, Social Sciences, or qualified by experience with project management professionalism qualification.

2) Work Experience

- At least seven years' experience in a similar position.
- Significant experience in managing complex multi-country comprehensive SRH service delivery programmes/projects in Africa

- Specific experience in managing projects that address the provision of abortion care and contraception
- Experience in effective management of budgets in line with donor requirements.

3) Languages

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

4) Assessment

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

5) 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: approximately 35% of time
- Focus on continuous improved results/performance
- 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, including abortion
- Commitment to community and civil society engagement including the meaningful participation of marginalized communities.