

<b>Job/Role Title</b>	Architect of Cooperation – Humanitarian focus
<b>Division</b>	<b>MA Support &amp; Development</b>
<b>Grade</b>	<b>F</b>
<b>Location</b>	<b>Nairobi, Kenya</b>
<b>Responsible to</b>	<b>MA Support &amp; Development Director</b>
<b>Date</b>	<b>April 2023</b>

## 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 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

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. IPPFAR tackles the continent’s growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 42 countries. For more information, please read our 2022 profile (in English and French) [here](#).

## Role Purpose:

The Architect of Cooperation (AoC) will be expected to serve as desk officer and focal point for approximately 7 Sub-Saharan African countries (countries to be determined), closely working with IPPF Member Associations (MAs) and Collaborative Partners (CPs) in those countries to support their work and development. This is a wide-ranging role as The Architect of Cooperation will work closely with the other AoCs covering other African countries and will support them with their humanitarian-related work, as well as lead on/contribute to project management, contract management, and supporting resource mobilization.

## Role Deliverables:

- **Create and maintain country and MA profiles** – for the countries which they are responsible for - that capture capabilities, capacities, country contexts, audiences, SRHR opposition/anti-rights and other SRHR organisations in country in support of strategy development. Evaluate MAs/CPs against Performance, Learning & Impact metrics that support global SRHR commitments. Disseminate key regional information, commentary and changes in the political landscape to colleagues, MAs and CPs in support of the wider SRHR political and social change agenda.
- **Support the work and development of selected MAs/CPs:** Develop effective professional working relationships with the IPPF MAs/CPs of the focus countries that promote and enable networking, learning and capacity building. This implies: incorporating key donor requirements and learning into business planning cycles. Supporting MAs:CPs in developing Business Plans, half-yearly reports and annual reports/updates; Advise MAs/CPs on opportunities to work with each other that support their own outcomes, specialisations and areas of interest (support to peer-to-peer work and communities of practice between IPPF Member Associations); Supporting focus MAs through their accreditation exercises, documenting areas for improvement.

- **Network across the Regional and Global Secretariat** team to access and deliver the best support to MAs/CPs by actively participating in and building on a global community of Architects of Cooperation (AoCs).
- **Provide humanitarian expertise** to the Department and support and advise MAs/CPs of the whole region with their humanitarian interventions.
- **Contract and project management** for all unrestricted core funding and restricted project funding implemented by MAs/CPs in focus countries, under US\$1million. This includes ensuring all deliverables (progress/financial reports) listed in the agreements are complied with and of high quality and that training on requirements is provided.
- **Safeguarding:** Oversight/provision of incident co-ordination resulting from concerns raised within MAs/CPs or by clients of MAs/CPs on IPPF's Safe Report, when required. Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework. Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
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### Key Skills/Expertise:

- Experience in humanitarian work in Africa, experience in SGBV and FGM/C work in conflict environments;
- Project management skills, including budget management and reporting to donor agencies
- Fluency in French and English is essential, good command of Portuguese is an asset
- Has a track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings.
- Excellent verbal and written communication skills. Demonstrated expertise in media/communication (drafting of articles, blogs, case studies) and drafting funding proposals is an advantage.
- Networking and partnership building skills, including the ability to effectively engage a range of stakeholders.
- Strong analytical skills, with the capacity to interpret and distil information.
- Strong ability to read and understand financial/audit reports.
- Excellent information management and IT skills
- Excellent time management skills, able to meet tight deadlines.
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures
- Demonstrates an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

### Competencies:

- **PROFESSIONALISM:** Knowledge of (related field). 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; 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.

- **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.
- **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.

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: [hroffice@ippfaro.org](mailto:hroffice@ippfaro.org) with the job position you are applying for as the subject of the email by **9 May 2023**. **Please note that IPPFAR will not consider applications that are not done in the requested format.**

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

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. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

*IPPF has been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF. These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).*

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