

<b>Job/Role Title</b>	<b>Expedition and General Assistant</b>
<b>Division</b>	<b>Corporate Services</b>
<b>Grade</b>	<b>A</b>
<b>Location</b>	<b>Abidjan, Cote d'Ivoire</b>
<b>Reporting to</b>	<b>Office &amp; HR Admin Nairobi</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:**

Providing general administrative support and driving services to the Regional Director and Staff of the IPPF Africa Office.

#### **Role Deliverables:**

#### **Transport-related:**

- Ensure safe transportation of Regional Director and office staff.
- Receive and manage motor vehicle registration and de-registration of all ARO official vehicles with diplomatic plates.
- In collaboration with the supervisor, ensure timely and adequate valid insurance cover for office and general office equipment.
- Ensure that office vehicles and equipment are always in serviceable condition and timely arrange for repairs in the event of need and/or routine servicing.
- Ensure prompt and accurate delivery of mail to multilateral, bilateral, embassies and consular, government and non-government agencies/ organizations operating from Nairobi.
- Support supervisor to assist expatriate staff and their dependents.
- Prepare dispatch and follow up on residence permits, diplomatic cards, motor vehicle registration and VAT Exemptions for ARO.

- Maintain a record of travel and fuel consumption of the organizations' vehicles.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

**Administration-related:**

- Maintain the day to day logistical and administrative set up of the office by ensuring that what is necessary for staff to work in a smooth, healthy and safe environment is provided.
- Coordinate and provide logistics support to conferences, workshops, meetings and all office internal and external events.
- Manage the office assets; Responsible for the development, maintenance and update of the database of office assets; Responsible for organising bids in collaboration with the procurement focal person for office services such as cleaning and security and the procurement of goods for the office stationery, and other office items.
- Prepare for the arrival of new staff members by dealing with all administrative and logistical arrangements, including transportation.
- Supervise the work of the officer cleaners and works closely with the security guards.
- Administer all initiatives to change and improve the office culture and organisational development as directed by supervisor.
- Take minutes, prepare briefing notes and administrative documents as necessary.
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Ensure that logistics requirements take account of gender-specific needs.;
- Performs other duties as requested by supervisor.

**Key skills/Expertise:**

- Proven experience in a similar position; preferably in the NGO sector
- High degree of integrity and honesty and ability to maintain high level of confidentiality
- Good sense of orientation and knowledge of the city's routes
- Computer literacy (Word, Excel, and Power Point)
- Diligence and attention to detail
- Good interpersonal relationship and communication skills
- Fluency in English; working knowledge of French and/or Portuguese is an added advantage
- Subscribe to IPPF's Policies, Mission, Vision, and values and IPPFAR's, Procedures, rules, and regulations
- Focus on continuous improved results/performance
- Sound judgment.
- Initiative and ability to work independently as well as a member of a team
- Flexibility and willing to work outside normal working hours when the exigencies of service so demand
- Ensure the safety and security of the vehicle and its passengers.
- Role models safeguarding, anti-racism and non-discrimination and acts with integrity
- Demonstrate 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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