

<b>Job/Role Title</b>	Governance & Accreditation Advisor
<b>Division</b>	MA Support & Development
<b>Grade</b>	E
<b>Location</b>	Nairobi, Kenya or Abidjan, Côte d'Ivoire
<b>Responsible to</b>	Regional Director MA Support & Development
<b>Date</b>	April 2023

## 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](#).

## Purpose of Role:

The Governance & Accreditation Advisor will manage the membership status - from admission to accreditation and renewal/non-renewal - of IPPF MAs, ensuring the process is one anchored in a learning and improvement approach as well as compliance. The post holder will provide knowledge and advice to continuously strengthen IPPF MAs governance and boost risk management.

## Context of Role:

All IPPF Member Associations (MAs) are accredited through a robust accreditation system based on a formalized peer review process which ensures that they meet and comply with a number of essential membership standards. Compliance to these standards is continuously monitored, and an in-depth accreditation review process takes place every four years.

## Deliverables:

- **Organise and manage the accreditation review process**, ensuring accreditations take place in line with IPPF's cycle, and within budget. Engage colleagues and peer MAs who conduct accreditations, ensuring they are trained and equipped to carry out effective visits/online accreditations. Organise the pool of volunteers and staff from MAs, working with MAs to recruit, train and motivate volunteers/staff who have a range of relevant skills and competencies. Conduct accreditations directly as and when required, particularly those which are more complex. Oversee and support the preparation and follow-up and reporting of accreditations by those responsible for each visit.
- **Promote a risk management approach**, including raising and managing risks identified in the due diligence and accreditation processes. Where significant risks are identified at the MA level, advise and support on risk mitigation, including corrective action, suspension and termination of membership status;

- **Grow the Federation:** Manage affiliation and due diligence process with regards to existing affiliates and new organization wanting to join the Federation;
- **Promote MAs governance reform:** Support the review of the constitutions of the MAs and ensure that they conform to the IPPF Standards and Responsibilities of Membership and IPPF's Act and Regulations and related governance structures, systems and processes; Provide governance and accreditation trainings and inductions to MAs governing bodies and staffs when needed.
- **Provide governance and accreditation expertise within the team/department:** Provide expertise on best practice on supporting MA governance and managing risk, to Architects of Cooperation (country desk officers) or other relevant colleagues. Ensure continuous links between Architects of Cooperation, Performance, Learning and Impact colleagues, and other teams as relevant, ensuring a continuous loop where knowledge of MAs feeds into accreditation preparation and accreditation findings support AoCs and PLI in delivering their objectives.
- **Collaborate and contribute proactively as a member of the wider global governance and accreditation team,** with global staff and regional peers, so IPPF continuously learns and improves how accreditation is implemented overall.
- **Safeguarding:** Support or co-ordinate MA cases arising from IPPF's SafeReport
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

#### **Skills/Expertise:**

- Experience in accrediting or certifying organisations or bodies against a standards system.
- Knowledge of governance standards, especially in the civil society sector.
- Background in risk management with proven skills in reading audit reports and identifying, promoting and co-ordinating corrective actions.
- Understanding of Safeguarding and Financial standards and requirements for a safe working environment.
- Strong interpersonal skills, able to work effectively with a network of multi-cultural and diverse stakeholders and colleagues at different levels to deliver
- Ability to be diplomatic yet persistent in achieving goals.
- Proven planning, organising and prioritising skills with the ability to work independently and as part of a team.
- Strong analytical and evaluation skills with the ability to draw out learning from practice, aggregate and propose adaptations and improvements to processes and procedures.
- Excellent report writing skills and the ability to distil information into actions in a clear, concise way
- Fluency in French and English is essential, good command of Portuguese is an asset
- Feminist and champion of diversity.
- 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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