

Job/Role Title	People Partner
Division	People Organisation & Culture
Grade	F
Location	Nairobi, Kenya
Responsible to	Regional Director
Date	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](#).

Role Purpose:

The post holder will support the IPPF Africa Region (IPPFAR) and IPPF Arab World Regional Office (IPPF-AWRO) in developing and implementing People Plans that support IPPF's Strategic Framework objectives. The post holder will also be expected to deliver optimal performance and enable an environment that engages and develops diverse talents. The post holder will be working collaboratively with the HR Operations Manager, People Partners from other regions and HR Focal points to develop processes, tools and platforms that are fit for purpose, support the Secretariat deliver the Strategic Framework and bring about visible change.

Context of role:

IPPF, through its new Strategy2028, is looking to be a more dynamic, agile and diverse organization keeping on the 'front foot' of evolving people practices and bringing a proactive approach to attracting talent, people performance and development, workforce planning and enhancing the employee experience journey.

Management responsibility:

The People Partner will supervise HR Admin focal points in both regions who will provide support on the ground as part of their overall job purpose and deliverables.

Role Deliverables:

- Develop and implement a rolling annual people plan that is part of the Secretariat People, Organisation & Culture 3-year plan and developed with the Regional Directors and their Senior Management Teams.
- Devise, modify and manage the employee lifecycle journey to ensure a consistent and positive employee experience.

- Plan and optimise recruitment to effectively attract and secure diverse talent, pro-actively advising on approach. Supporting selection directly and/or through training/coaching recruiting managers and providing the objective validation on recruitment decisions in line with our goals and targets.
- Pro-actively build, adapt and evolve performance and development to ensure capability is in place to deliver, including running and advising on the calibration of performance and development in your own regional areas, working with People colleagues to be consistent.
- Optimise workforce planning with Heads of Corporate Services to integrate unrestricted and restricted resource ensuring within your own regional areas and in liaison with the HR Operations Manager.
- Identify, mitigate and manage people and employee relations risks.
- Manage and adapt the pay review cycle in line with Secretariat guidelines and working alongside People colleagues.
- Lead the local adaptation, modification and implementation of People Policies and Procedures in line with Secretariat framework.
- Lead on one of the key development areas listed above and contribute cutting edge insights to the global People platform.
- Build trusted relationships at all levels to deliver IPPF's People objectives while retaining line manager accountability through training/coaching support.
- Recommend, devise and adapt interventions that improve engagement, wellbeing and support culture change.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Qualified HR Professional with significant experience across the employee life-cycle.
- Experience as an HR or People Business Partner working with Senior Management Teams.
- Experience of advising and working across geographies and different legal jurisdictions internationally, particularly on recruitment & ER matters.
- Track record of developing and delivering ambitious people plans and managing/delivering projects.
- Influencing skills with demonstrable ability to both constructively challenge and support with resilience and emotional intelligence.
- Demonstrable planning, organising skills with ability to adapt and flex to changing circumstances and deliver at pace.
- Good judgment and decision-making distilling the key elements of a situation and context balancing the needs of the business and the needs of people.
- Track record of working successfully with diverse, multicultural and multilingual groups and experience of supporting teamworking in diverse environments.
- Strong communication skills, verbal and written with experience of writing policies/procedures/contracts in a user-friendly way without technical jargon and in a tone of voice that supports the culture
- Fluency in French and English is essential, good command of Portuguese is an asset
- Highest integrity and confidentiality, approachable and supportive.
- Creative problem-solver, who thinks ahead and pre-empts risks/issues.
- Understands the external dynamics, political/social/economic shifts and keeps up to date with functional/sectoral/legislative changes.
- 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 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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