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| Job/Role Title | Governance & Accreditation Support/Officer |
| Division | Membership Support & Development |
| Grade | C |
| Location | Nairobi, Kenya or Abidjan, Côte d'Ivoire |
| Responsible to | Governance & Accreditation Advisor |
| 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 postholder will report to the Governance & Accreditation Advisor, gathering and analysing information prior and following IPPF Member Associations' accreditation reviews, compiling findings and actions required to ensure compliance. They will understand data and be familiar with the concept and methodologies of monitoring and evaluation. They will generate and collate data in order to facilitate accreditation reviews, capturing action points and follow up needed to support good governance within IPPF Member Associations and strengthen compliance.

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.

Role Deliverables:

- **Support the organization of IPPF MAs accreditation reviews:** Collect, summarize and present information in preparation of accreditation reviews; Manage calendars of visits and meetings, coordinating with relevant staff and volunteers.
- **Grow the Federation:** Support with the identification of potential new MAs/CPs;

- **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
- **Provide continuous support to MAs with this governance reform**: Analyse findings from accreditation reviews, compile recommendations/actions and produce reports; support the organization of governance trainings/inductions.
- **Support overall team**: Provide information and support colleagues in performance, learning and impact to map MA capacity building needs and strengthen compliance. 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.

Key Skills/Expertise:

- Proven evaluation and quantitative and qualitative data management skills.
- IT skills with advanced level Microsoft Excel and other data warehouse. Online survey packages desirable.
- Ability to interact with, train and present to diverse, multicultural and multilingual groups.
- Strong organisational and time management skills required to multitask and meet tight deadlines.
- Experience of reporting to senior management and executive boards.
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
- Fluency in French and English is essential, good command of Portuguese is an asset
- 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

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 **15 July 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).