

## INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL (IPPFAR)

### JOB DESCRIPTION

<b>Job/Role Title</b>	<b>“STAND UP for SRH” Project Coordinator</b>
<b>Division</b>	<b>Membership Support &amp; Development</b>
<b>Grade</b>	<b>F</b>
<b>Location</b>	<b>Nairobi, Kenya</b>
<b>Responsible to</b>	<b>Membership Support &amp; Development Director</b>
<b>Date</b>	<b>June 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](#).

IPPFAR, in consortium with Oxfam Canada, will be leading the delivery of a new project entitled Stand Up for SRHR ([Stand Up](#)). Implemented in Mozambique and Uganda, the Stand-Up project aims to increase Sexual and Reproductive Health and Rights (SRHR) enjoyment for the most marginalized and vulnerable right holders, particularly adolescent girls and young women between 15 to 29 years old, including those with intersecting vulnerabilities due to sexual or gender orientation, or their status as refugees or internally displaced persons. The project will build capacity for SRHR advocacy at the local, national and regional levels to provide quality services related to family planning, abortion, sexual health testing, prenatal care, and sexual and gender-based violence support.

#### Role Purpose:

To implement this project, IPPFAR is looking for a **Project Advisor** who will be responsible for leading and delivering this project. This role is a fantastic opportunity to demonstrate excellent programme management and coordination skills and experience, particularly with regards to ensuring programme quality, financial management, risk management, and donor compliance. The appropriate candidate will also bring excellent interpersonal and communication skills and be willing to travel internationally. The postholder will work closely with the IPPF secretariat and IPPF Member Associations (MAs) in Mozambique and Uganda, as well as other relevant staff members.

#### Role deliverables:

The Project Advisor will be responsible for the following key tasks:

1. The overall implementation of the programme to ensure the achievement of the programme

goals, objectives and to ensure the overall impact/outcomes are achieved, in line with the project objectives, and are perfectly aligned and in absolute compliance with the donor requirements. This includes programme management, budget management and partnership management.

2. To ensure effective and efficient management of the overall programme, in line with global best-practice and standards, which includes developing appropriate technical, operational, and financial guides/policies, documents and workplans and budget formats which will allow for efficient tracking of project progress through monitoring, evaluation and reporting.
3. To establish and maintain systems for managing project operations:
  - Develop a detailed implementation plan (DIP), annual and monthly project action plans and ensure the project is delivered according to the plan, donor requirements and P&IQP project cycle and annual cycle
  - Prepare detailed project budget and continuous monitoring of expenditures throughout the project period
  - Strategically identify risks and risk mitigation actions to ensure successful project implementation
  - Monitor the progress of the project, actual vs. planned (objectives, activities, and expenditures), through analysing relevant data systematically collected over the lifetime of the project.
4. To provide oversight, coaching, technical support and leadership to in-country project management staff, ensuring they are guided, supported and apply appropriate project implementation strategies and approaches to achieve project outcomes as indicated in the project documents.
5. To coordinate with the IPPF country/desk officers (Architects of Cooperation - AoC), technical leads, advocacy, grants management and resource mobilization teams to ensure effective collaboration in project operations and reporting. This includes taking a leadership role in various working groups as defined through the implementation of the project and its governance mechanism, as well as providing regular updates to the IPPFAR Director of Membership Support and Development, the ARO AoC Leads, and the project team, including the two in-country Member Associations on the management and technical aspects of the project, keeping them informed of significant developments and issues pertaining to the portfolio.
6. To maintain effective and constructive relationships with Oxfam Canada, key stakeholders, and the donors. This will include timely response to donor queries, maintaining impactful relations with the donor and coordinating their field visits.
7. Safeguarding: Oversight/provision of incident co-ordination resulting from concerns raised within MAs or by clients of MAs 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.
8. To undertake any other duties as may be requested from time to time.

**Key Skills/Expertise:**

- Project management skills, including budget management and reporting to donor agencies. Experience managing or providing support to Global Affairs Canada funded initiatives is an advantage.
- Fluency in English and Portuguese is essential
- 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 wide 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.
- Supportive of a woman's right to choose and to have access to SRHR services and information.

#### **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.

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.