

INTERNATIONAL PLANNED PARENTHOOD FEDERATION, AFRICA REGION (IPPFAR)

JOB DESCRIPTION

Job/Title	Project Manager, Comprehensive Abortion Care in Francophone Africa
Division	Membership Support & Development
Grade	F
Location	Abidjan, Cote d'Ivoire
Responsible to	Architect of Cooperation Lead - SRHR
Deadline	31 August 2023

About IPPF

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](#).

About the Project

This project aims to transform access to person-centered abortion care for women and girls in **Niger, Togo, and Cameroon** to achieve equitable access and enable women and girls to realize their reproductive rights, through our Member Associations. This will include: the provision of quality abortion care services through a range of care pathways, garnering a greater community understanding of and support for abortion care, addressing harmful social norms that exacerbate health inequities, and championing an enabling policy environment for abortion. Additionally, IPPF's MA in **Burkina Faso**, will play a critical role as a technical expert on abortion care and provide technical assistance to the other three MAs in the program. The project will expand the person-centered abortion care, adaptation, technical advocacy, and capacity transfer expertise of all four MAs, contributing to sustainable change.

Role Purpose:

We are seeking a skilled and dedicated Project Manager with technical expertise in comprehensive abortion care (CAC) and contraception programming, to lead our CAC project in Francophone West Africa. The Project Manager will be responsible for overseeing the implementation, coordination, and monitoring of activities aimed at achieving three key outcomes: 1) providing quality, person-centred abortion care through a range of care pathways, 2) championing an enabling social and policy environment for abortion access, and 3) strengthening local partners as thought leaders and

technical experts on abortion care. The Project Manager will oversee all aspects of project management, including financial reporting, project reporting, donor relations, and contributing to the technical leadership of IPPF on SRHR in West Africa, including abortion care and contraception.

KEY RESPONSIBILITIES

Project Management:

- Ensure the achievement of the programme goals, objectives and outcomes, in compliance with donor requirements.
- Ensure effective and efficient management of the overall programme, in accordance with global best practice and standards, including the development of appropriate technical, operational, and financial guides/policies, workplans and budget templates that allow for efficient tracking of project progress.
- Ensure effective monitoring, evaluation, and reporting of project activities, achievements, financial reporting, and documentation of best practices and lessons learned.
- Develop, implement and adhere to project workplans, timelines, and budgets in collaboration with the project finance officer and the IPPF programmes and finance teams.
- Oversee compliance with the terms of IPPF's grant agreement and with IPPF's own internal policies and requirements.
- Review project narrative and financial reports from Member Associations and provide feedback to MAs.
- Prepare and submit high quality project narrative and financial reports to donors.
- Build and maintain relationships with project donors in collaboration with the relevant IPPF donor relationship manager, ensuring compliance with donor requirements and effective communication regarding project progress, outcomes and challenges.

Technical Guidance and Leadership:

- Coordinate and provide technical guidance to project staff and Member Associations in designing and delivering person-centred abortion care services, including facility-based care and non-clinic-based models of care.
- Document and share learning and best practice from the project, both internally and externally.
- Support MAs in advocacy to foster an enabling social and policy environment for abortion access by engaging with policy makers, updating national guidelines, and removing restrictive barriers to access.
- Strengthen the institutional capacity and technical profile of MAs by facilitating the provision of MA-to-MA technical assistance, facilitating knowledge sharing, and supporting their role as national and regional leaders in abortion care.
- Provide technical leadership in the field of SRHR, including abortion care and contraception, by staying up to date with the latest research, guidelines, and best practices.
- Collaborate with regional actors, such as the Organisation for Safe Abortion Dialogue and the Ouagadougou Partnership, to leverage collective efforts and drive impact in the region.
- Contribute to the overall strategic planning and direction of IPPF's work in SRHR, including identifying opportunities for innovation and expansion.

KEY SKILLS / EXPERTISE

- Master's degree in a relevant field (e.g., public health, international development, gender studies).
- Proven experience of at least 5 years in managing projects related to sexual and reproductive health, with a focus on abortion care. Experience in advocacy is an advantage.
- Strong understanding of the social, cultural, and policy context related to abortion in Francophone West Africa.
- Demonstrated knowledge of person-centred care approaches, quality improvement methodologies, and community engagement strategies.
- Experience in financial management, including budgeting, financial reporting, and donor compliance.
- Excellent project management skills, including planning, monitoring, and reporting on project activities.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders and foster partnerships.
- In-depth knowledge of SRHR issues, particularly in the areas of abortion care and contraception, and the ability to provide technical leadership in these areas.
- Fluency in French is mandatory for this position. English is desirable.

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.