

Job/Role Title	Head of Corporate Services
Division	Internal Facing
Grade	G
Location	Nairobi, Kenya
Reporting to	Dual Reporting to Regional Director and Director, Financial Management
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 is responsible for leading and managing a small multi-disciplinary team including HR, Risk, Finance, Internal Audit and Facilities, that enable IPPFAR to meet its objectives. The role is expected to provide timely, expert and strategic information and advice that will facilitate IPPFAR's Senior Management Team to make effective decisions regarding budgets, local compliance, office operations and support.

Context of role:

- As part of the Regional Senior Management Team, the incumbent will be responsible for Financial Management and oversight, local compliance, oversight of HR Administration and Office Management.
- This is an internal facing role focused on smooth running of the Secretariat operations, creating a 'can-do' environment and more streamlined ways of working. Member Association support will be directly provided to the MAs by the Membership Support and Development Team.
- The role is part of the vertically integrated Finance, Admin & IT function and will support the development, evolution and implementation of global systems, processes, reporting requirements and reporting standards.
- The role will interface and work closely with key units and departments outside Nairobi including, the Global Finance Hub (Delhi), responsible for processing transactions, financial analysis, and project budgeting and reporting, and the Director of Global Risk and Assurance (London). The role will also work closely with the People Partner regional on all HR issues.
- The designated roles for HR Administration and/ or IT, wherever available, will have dual reporting to the Corporate Services Lead and to the dedicated People Business Partner and Head of Information Technology (where applicable).

Role Deliverables

Finance & Administration:

- Leads budget management, forecasting, funds allocations and reporting in Region.

- Leads on the effective and efficient implementation of accurate data entry and uploads including time-sheet management, grant release requests and invoices/ bills.
- Oversee outsourced payroll and payroll related taxes/insurances/adjustments. Ensure timely upload of all local statutory and payroll payments.
- Supports resource mobilization efforts through the preparation of budgets for fund raising proposals.
- Ensure timely local procurement allocation, requisition and acceptance of local procurements.
- Engage and collaborate with the procurement officer(s) in the Global Finance Hub to coordinate procurement of other services and goods.
- Engage with the compliance officer(s) in the Global Finance Hub to confirm adequate protocols and calendars are in place toward ensure all local statutory compliances are met.
- Responsible for local statutory compliance and reporting including registrations, ministry relationships and banking relationships.
- Oversight of office management/security and travel management.
- Oversight of effective HR Administration.
- Oversight of effective local IT support and hardware asset management.

Risk & Assurance:

- Lead, plan and implement the identification, reporting and mitigation of risk, including security and safety.
- Lead local audits including responding to corrective actions.
- Support global audit processes – both internal and external.
- Support the Member Association focal points (AoCs) and Director of global Risk and Assurance with advice on any financial wrongdoings' investigation at the Member Association/ partner level.
- Advocates and implements progress/outcomes on any financial wrongdoing investigations which will be outsourced.
- Support Member Association focal points(AoCs) with MA Contracts prepared to global templates, including advising on any regional variations, to be signed off by Director, Global Risk and Assurance.
- Safeguarding and Incident Management: RIRU Leadership and incident co-ordination for MA Financial wrongdoing.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- A qualified Accountant or significant Accounting experience with a track record of managing planning and budgeting cycles including rolling quarterly forecasts.
- Experience of managing a broader office operation, team management and creating the appropriate balance of support and challenge.
- Experience of value for money decision making processes.
- Experience of allocating and managing requirements of restricted donor funding and pooled funding.
- Experience of working with global systems/processes.
- Experience of local jurisdictional/ statutory requirements including knowledge of reporting and registration requirements for the geographic location of the post.
- Evidence of setting and managing robust standards of performance and compliance with a strong eye for detail and accuracy.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Demonstrates good judgment and decision-making, including when to engage help.
- Excellent analytical skills and evidence of using quantitative /qualitative data to inform decision-making.
- Excellent excel, writing and reporting skills.
- Fluency in French and English is essential, good command of Portuguese is an asset
- High level of organisation skills, planning, time and team management with the ability to adapt to changing needs.
- Collaborative and open style of working with ability and willingness to work in and lead a diverse and multicultural environment that role models respect of all cultures, inclusion and no discrimination

- 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 **18 September 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).

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.