

Job/Role Title	Senior Officer - Office & HR Administration
Division	Corporate Services
Grade	D
Location	Nairobi, Kenya or Abidjan, Côte d'Ivoire
Responsible to	Head of Corporate Services Dotted line to People Partner for Region
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](#).

Purpose of the Job:

The job holder will co-ordinate, organise and deliver HR and office administration support and services to ensure the Regional Office is running effectively, efficiently and in compliance with IPPF policies, procedures and local jurisdictional requirements.

Role Deliverables:

- Organise timely and efficient recruitment and selection processes, in line with IPPF's Recruitment and Selection framework, workforce planning, digital recruitment system and Safer Recruitment requirements.
- Conduct and evaluate pre-employment checks, prepare contracts, digital set-up of new starters (consultants, permanent and fixed term) and ensure effective on-boarding/induction is completed. Including link with Finance to ensure ID between HRIS and NetSuite is in place for full costing and allocations.
- Organise mobility support for expatriate staff and their dependents, including ensuring correct tax set-up and consular requirements are in place in good time.
- Organise and monitor set-up and completion of mandatory documentation and training by staff and advise senior management on actions required.
- Ensure systems/databases are kept up to date on a regular basis with employee movements and evaluate information, providing reports and recommendations on actions to improve/resolve issues.

- Organise the completion of HR related processes in a timely manner.
- Manage effective off-boarding of employees and organise associated paperwork, including exit interviews.
- Manage documentation and registrations relating to host country status including any immunities with Government Ministries, Foreign Missions and Agencies.
- Conduct and evaluate research for the purposes of legal updates, benchmarking and surveys (ie: cost of living, recruitment positioning) to provide advice and recommendations to incorporate into people/office plans/actions.
- Safeguarding focal point.
- Manages, with support from the Expedition and General Assistant, the coordination and follow-up of all duty-related travels.
- Support Office Administration as required.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/ Expertise

- Track record of working with HR and Office policies, practices, procedures and systems and translating them into an organisational setting with a good understanding of the jurisdictional context.
- Good relationship with government and agencies in relation with the office within the country in relation with HR, travel and security of staff are likely to be required.
- Excellent organization, planning and administration skills to ensure consistency with the ability to multi-task and adapt to changing circumstances
- Collaborates with others to achieve team goals and builds professional effective working relationships.
- Good evaluation and problem-solving skills with a track record of raising issues in a constructive way, advising and putting forward recommendations to make positive progress
- Proven experience of how to manage and mitigate risk.
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures.
- Demonstrate an understanding of and commitment to safeguarding and anti-racism/no discrimination.
- Good IT skills and ability to manage systems compliance.
- 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.
- Fluency in French and English is essential, good command of Portuguese is an asset

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 **13 October 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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