

Job Title Senior Contracts and Risk Manager
Grade F
Reports to Deputy Team Leader, Finance & Operations
Location Kenya

Role Purpose:

The Senior Contracts and Risk Manager has overall responsibility for risk management and contracts compliance across the WISH 2 programme. This role supports risk management and assurance measures, guiding and motivating colleagues throughout the programme, so that compliance with statutory, regulatory and contractual requirements as well as the management of risk is robust.

Context of Role:

WISH 2 (Women's Integrated Sexual Health) is one of three components of the overarching WISH Dividend programme that is being procured by the UK Foreign, Commonwealth, and Development Office (FCDO). This programme is central to delivering the UK's priorities on empowering women and girls as set out in the International Development Strategy, the UK's strategic approach to sub-Saharan Africa and the International Women and Girls Strategy.

WISH 2 will be divided into two geographic Lots. IPPFAR is planning on submitting a bid as prime for Lot 2 which covers Burundi, Ethiopia, Madagascar, Somalia, South Sudan, Sudan, and Zambia.

Deliverables:

Contract Management

- Establish and maintain contracts with:
 - the 5 external consortium partners
 - WISH IPPF Member Associations (MA)
 - IPPF London Office and FCDO WISH teamtaking forward subsequent contract amendments and discussions with these groups.
- Assess due diligence checks on sub-contracts prior to contract award ensuring that they meet IPPF and FCDO codes of practice.
- Design capacity building due diligence interventions for partners that strengthens their own processes to meet the requirements of the WISH programme.

Risk Management

- Drive risk management practice across the programme and Consortium, aligning processes and reporting to FCDO requirements and IPPF's online Risk Management System.
- Monitor WISH 2 in the Risk Management System to ensure that the data for each risk is captured correctly, has an identified owner of an appropriate level of seniority and regular risk reviews are conducted.
- Develop the WISH Consortium's risk management processes, tools and templates to complement current IPPF systems.
- Advise on the identification, assessment and reporting of risks across the Consortium that align with reporting requirements.
- Produce analysis of significant programme risks and mitigations that can be used to derive contingency plans.

- Prepare Risk Management System reports and analysis (including Clinical Governance) for use at Consortium Management Meetings highlighting where risk levels have escalated in order for appropriate action to be taken.
- Partner with the Team Leader and Communications Manager on communication of emerging new risks that impact the programme.
- Continuously improve the Consortium's risk management approach using changes in best practice and emerging thinking that are implementable by all partners.

Programme Audit

- Plan and oversee programme audits including:
 - Evaluate effectiveness of business processes, internal controls and compliance
 - Supervise audit personnel to ensure adherence to reporting timescales.
 - Advise on audit process, tools and requirements.
 - Prepare audit reports, recommendations, action plans and progress updates for programme and Member Association leadership teams.

Security

- Collaborate with the IPPF Global Security Advisor on country and consortium security plans for the programme that comply with FCDOs Security Policy and are appropriate to the environment and operations.
- Identify cost implications for Security Policy changes in line with the Article 25.3 of the Terms & Conditions and make recommendations to the Deputy Team Leader on managing budget impact.
- Brief stakeholders on FCDO's Security policy and cascade updates to contacts.

Compliance

- Review Consortium member whistle blowing mechanisms to ensure they consistently align with FCDO policies and procedures (to include amongst other things ethical, bullying and harassment and fiduciary concerns).
- Maintain incident and investigation logs, action plans and lessons learnt outcomes using IPPF's SafeReport system.
- Support the Team Leader and the Consortium and FCDO for incident reporting; ensuring that the Team Leader or relevant members of the Management Team have a clear understanding of FCDO's requirements and tracking follow up actions; and, updating FCDO appropriately.
- Work closely with IPPF Risk and Assurance, Safeguarding, Safety and Security and equivalent staff across the Consortium ensuring that there are clearly understood protocols for information sharing and appropriate actions are taken in light of the relevant information.
- Enhance risk management, fraud and ethical behaviour awareness and capabilities across the consortium. Champion a culture within the Programme that emphasizes commitment to internal controls, risk management and high ethical standards.
- Assess consortium partners Anti-Money Laundering & Combating the Financing of Terrorism measures to ensure compliance with FCDO's supplier code of conduct.
- Implement the asset verification and disposal process as part of the programme closure procedure.

Reporting/Management Responsibility:

- Contracts and Risk Officer

Expertise:

- Significant audit, risk management and compliance experience in international aid field contexts with an understanding of ethical (including both fiduciary and safeguarding), safety and security issues in the development sector.
- Strong understanding of risk management standards and frameworks (e.g. ISO 31000, COSO framework) and their applications is desirable
- Experience of developing and managing whistle blowing procedures – including management of investigations.
- Previous experience working in development or in the humanitarian sector.
- Experience in overseeing, supporting and/or establishing an ongoing risk management process.
- Demonstrated experience in facilitating processes and decisions with cross-functional, senior stakeholders.
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- Understanding of the challenges related to implementing organizational changes.
- Capability to manage multiple demands and to adapt to new challenges and shifting priorities.
- Experience working in matrix organisations.

Skills:

- Excellent interpersonal skills and an ability to work effectively with people from different countries and cultures.
- Discretion in handling confidential information.
- Strong verbal communication skills required to train staff and to convey complex financial information in an easily understandable form to non-financial staff.
- Fluent in English (verbal and written)
- Strong IT skills (including spreadsheet applications, especially Microsoft Excel, and databases).
- Experience working in NetSuite desirable.
- Strong analytical and research skills.
- Excellent time management and organisational skills.

Your Ethos:

- 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, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

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.