

International Planned Parenthood Federation
Africa Regional Office

Job Title:	
Regional Humanitarian Advisor, Africa Region (ARO), Grade F	
Location:	Function/Division:
Nairobi, Kenya or Abidjan, Cote d'Ivoire	MA Support and Development
Responsible to:	Date:
MA Support and Development, Director with shared functional reporting line to Technical Lead, Global Humanitarian Program	June 2023
BACKGROUND	
<p>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.</p> <p>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.</p>	
JOB PURPOSE	
<ul style="list-style-type: none"> • To contribute to upholding Sexual and Reproductive Health and Rights (SRHR) of all people, particularly the most marginalized and vulnerable in humanitarian settings in IPPF's Africa region, by building institutional capacities of Member Associations (MAs) across the regions to provide life-saving SRH services at the onset of humanitarian crises. • To provide programmatic and strategic oversight to the humanitarian portfolio within/across the Africa region • To collaborate closely with other colleagues across the IPPF Secretariat and Federation including other members of the global humanitarian team, technical team, strategic partnerships and programmes teams to ensure the sound design, development and delivery of humanitarian programmes in the Africa region • To contribute to IPPF's global and Africa regional profile through representation in relevant platforms and with key stakeholders to advance IPPF humanitarian priorities, needs and capacities 	

KEY TASKS

1. Support MAs in leveraging timely, efficient and life-saving responses by advising, promoting, orienting, training and providing guidance on IPPF's Emergency Activation System, the IPPF Emergency Response Fund (Stream 3), Global Surge Roster and relevant policies, procedures, standards, technical tools and systems.
2. Develop the Africa regions' overall capacity on crisis preparedness, response and recovery through remote and in-country support to MAs focused on scaling service delivery, developing strategic partnerships and engaging in advocacy initiatives.
3. Provide programmatic and strategic support to MAs in the design, preparation, implementation and monitoring of humanitarian programmes.
4. Foster and reinforce linkages between/among MAs (federation-wide) to enhance humanitarian responses, knowledge sharing and leveraging of resources.
5. Facilitate resource mobilization in support of response efforts, including through assistance to MAs to access humanitarian pooled funds, the UN CERF and other relevant mechanisms for ongoing, new and/or emerging emergencies in the Africa region.
6. Assist MAs to develop proposals, workplans, budgets and quality reports for humanitarian projects in line with IPPF and donor requirements.
7. Represent IPPF at external regional humanitarian forums, conferences and working groups with the aim to showcase IPPF humanitarian programming, build strategic partnerships and identify funding opportunities.
8. Actively participate as a member of the Global Humanitarian Team, to ensure alignment with global strategic initiatives, advocacy priorities and technical approaches related to humanitarian.
9. Act as the focal point for all activities related to IPPF humanitarian response in the Africa region, when engaging with internal and external stakeholders.
10. Liaise with other Africa regional colleagues, departments and units as appropriate for the implementation of the above tasks.
11. Build and maintain positive working relations with all members of staff and contacts both within and outside the Federation, and work in close collaboration with other team members to ensure integrated execution of quality and timely humanitarian preparedness, response and recovery activities.
12. Stimulate a learning environment within the regional offices and among MAs, in collaboration with colleagues from the global humanitarian team and other departments to contribute to learning on humanitarian issues.

Others

13. 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.
14. Undertake any other reasonable duties as may be requested from time to time.

RESPONSIBILITIES

- a) **Staff responsibilities carried out by the job holder**
 - As assigned for supervision (staff and/or consultants)

b) Financial responsibilities carried by the job holder

- Budget responsibility for technical and programmatic support elements of humanitarian projects managed or led by Africa region

c) Advisory responsibilities carried out by the job holder

- Advise the senior management team and Architects of Cooperation at Africa Regional offices and MAs on strategic and technical issues relating to humanitarian settings and emergency response.

COMPETENCES

- **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.
- **NETWORKING:** Finds out what is happening across the sector to identify good ideas and/or best-known practices. Maintains a network of contacts within and outside the sector to provide useful information and ideas.
- **PROBLEM SOLVING AND DECISION MAKING:** Uses logic to quickly analyse a problem and identify the root cause. Organises information to weigh up alternatives, and generate and evaluate solutions. Demonstrates the ability and tenacity to solve complex and difficult problems. Capacity and willingness to collaborate and be flexible in difficult and sometimes insecure working circumstances.
- **GENDER/CULTURAL AWARENESS:** Has a rights-based and gender perspective coupled with awareness of and sensitivity to the multi-cultural environment in which IPPF operates. Understands the nature of national, ethnic and cultural differences – is sensitive to cultural cues and is able to adapt quickly in novel situations.

EDUCATION & QUALIFICATIONS

Postgraduate/ professional qualification in social science, public health, international development or any other relevant discipline.

PROFESSIONAL EXPERIENCE

<ul style="list-style-type: none"> • Advanced experience in the design and management of humanitarian programmes, with considerable field experience in the Africa region. • Thorough technical knowledge of sexual and reproductive health and rights in humanitarian contexts. • Established connections to relevant SRH/humanitarian stakeholders and networks, particularly in the Africa region.
<p>SKILLS</p>
<ul style="list-style-type: none"> • Advanced project management, financial management, analytical and problem-solving skills, including the ability to think creatively and suggest alternatives. • Strong organisational, administrative and time management skills. • Strong attention to detail and follow-up. • Advanced computing skills in MS Office Suite (Word, Excel, PowerPoint, Outlook). • Fluent in spoken and written English and French. Candidates who are not fluent in both English and French will not be considered.
<p>8. OTHER</p>
<ul style="list-style-type: none"> • Willingness to travel extensively and at short notice, up to 30% of the time overall, including to crisis-affected contexts. • Supportive of a woman’s right to choose and to have access to safe abortion services

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.