

**Job Title**            **Contracts and Risk Officer**  
**Grade**                **C**  
**Reports to**          **Senior Contracts & Risk Manager**  
**Location**            **Kenya**

**Role Purpose:**

The Contracts and Risk Officer will be responsible for conducting and supporting reviews and follow up actions to ensure that the WISH 2 consortium is in compliance with FCDO contract/funding requirements, internal policies, laws and regulations and applicable standards.

The Contracts and Risk Officer will support the Contracts and Risk Manager in keeping the programme risk register updated for each operational area (national, sub-national, community) within the WISH 2 countries and put in place mitigation measures to manage risks.

**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**

- Draft contract and contract amendments for partners and Member Associations (MAs) in line with paternity agreements.

**Risk Management**

- Guide partners and MAs on the programmes risk management's processes, tools and templates, providing training to upskill users that aligns with IPPF and FCDO requirements.
- Advise partners and MAs on the effect of policy and process changes on administration tasks and timelines.
- Track the provision and quality of risk register data, leveraging senior influence where data provision does not meet requirements. Reconcile reported data with the requirements of IPPF's Risk Management System.

**Audit**

- Plan audit visits with in country team colleagues and brief auditors on arrangements relating to the visit.
- Investigate and report on issues identified through audits and reviews.
- Track action plans and progress highlighting missed targets and risk areas in order for appropriate action to be taken.

**Compliance**

- Train partners and MAs on the use of IPPF systems and practices.
- Track incident management case progress on behalf of the programme, aligned with IPPF's established SafeReport practice.

- Advise on programme information sharing protocols that enhances the flow of data in a safe, secure and accessible way.
- Conduct due diligence checks on sub-contractors as required by IPPF and FCDO codes of practice.
- Conduct asset verification and disposal as part of the programmes requirements.

**Reporting/Management Responsibility:**

- None.

**Expertise:**

- Experience in risk management, compliance and/or audit in international aid field contexts with an understanding of ethical (including both fiduciary and safeguarding), safety and security issues in the development sector.
- Experience in reviewing and/ or supporting an ongoing risk management/ assurance process.
- Demonstrated experience in facilitating processes with cross-functional, multiple stakeholders.
- 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).
- 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.