

<b>Job/Role Title</b>	<b>Governance, Compliance and Oversight Officer</b>
<b>Division</b>	<b>Membership Support &amp; Development</b>
<b>Grade</b>	<b>C</b>
<b>Location</b>	<b>Nairobi, Kenya or Abidjan, Côte d'Ivoire</b>
<b>Responsible to</b>	<b>Governance &amp; Accreditation Advisor</b>
<b>Date</b>	<b>April 2023</b>

## Background

The International Planned Parenthood Federation (IPPF) is a global leader in sexual and reproductive health (SRH) services and a staunch advocate for universal access to sexual and reproductive health and rights (SRHR) worldwide. With a network of 120 national organizations, referred to as Member Associations (MAs), IPPF works tirelessly to serve communities and individuals, providing essential contraception services in 89 of 120 countries. In 64 of these countries, IPPF stands as the sole large-scale international provider, delivering over 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. For more information, please read our 2022 profile (in English and French) [here](#).

## Role Purpose:

The Compliance and Oversight Officer is a key **junior position**. In collaboration with the Governance & Accreditation Advisor, the Compliance and Oversight Officer is entrusted with the vital responsibility of collecting, analyzing, and responding to information pertinent to IPPF Member Associations' accreditation reviews. This pivotal role is instrumental in guaranteeing adherence to essential membership standards, fostering good governance practices, and proactively mitigating risks.

## Context of role:

All IPPF Member Associations (MAs) undergo rigorous accreditation reviews through a peer-reviewed process to ensure continuous compliance with essential standards. The Compliance and Oversight Officer will play a central role in this process, supporting compliance and governance improvements within MAs.

## Role Deliverables:

- **Accreditation Review Support:** Collect, summarize, and present information to prepare for accreditation reviews, managing calendars of visits and meetings.
- **Expansion Efforts:** Identify potential new MAs to grow the Federation.
- **Risk Management:** Implement a risk management approach, including the identification and management of risks in the due diligence and accreditation processes.
- **Governance Support:** Analyze findings from accreditation reviews, compile recommendations/actions, and produce reports. Support governance training and inductions.
- **Collaboration:** Work closely with colleagues to map MA capacity-building needs and enhance compliance. Provide expertise in supporting MA governance and risk management.

- **Safeguarding:** Support MA cases arising from IPPF's SafeReport and adhere to safeguarding reporting and monitoring requirements.

#### **Key Skills/Expertise:**

- **Proven evaluation and quantitative and qualitative data management skills, particularly in the context of oversight, compliance, and audit processes.**
- Advanced IT skills, particularly in Microsoft Excel and other data warehouse tools. Experience with online survey packages is desirable.
- Strong interpersonal skills for effective communication with diverse, multicultural, and multilingual groups.
- Exceptional organizational and time management skills to handle multiple tasks and meet tight deadlines.
- Experience in reporting to senior management and executive boards.
- Proficiency in both French and English or English and Portuguese is **essential**.
- Commitment to safeguarding in both local and international contexts.
- Ability to thrive in a diverse, multicultural, multilingual, and intergenerational environment that promotes anti-racism and respect for others.

#### **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](mailto:hroffice@ippfaro.org) with the job position as the subject of the email by **15 January 2024**. **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).*