

Position Overview	
Title	<b>Executive Officer</b>
Location	Nairobi (Kenya) or Abidjan (Cote d'Ivoire)
Reporting to	Regional Director
Status	Full-time
Grade	C

## 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 SRHR 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 SRHRJ challenges through a network of Member Associations (MAs), strategic partners and volunteers in 38 countries. For more information, please read our 2023 profile (in [English](#) and [French](#)).

### 1. ROLE PURPOSE

IPPF ARO is looking for a dynamic, versatile, and highly Executive Officer to perform personalized administrative duties for the regional director. In this role, the postholder will be responsible for, amongst other tasks, scheduling meetings, taking notes, handling correspondence and make travel arrangements on behalf of the Regional Director. The incumbent may need to exhibit excellent organizational skills and work autonomously to provide customized executive support. The role will work closely with other Senior Management Team members, as well as a wide range of external stakeholders including regional and overseas media, Member Associations, Government, donors, and partners.

### 2. KEY TASKS & RESPONSIBILITIES

- ✓ Reporting to the regional director and performing secretarial and administrative duties.
- ✓ Typing, formatting, and editing reports, documents, and presentations.
- ✓ Entering data, maintaining databases, and keeping records.

- ✓ Liaising with internal departments, answering calls and making travel arrangements for the RD
- ✓ Maintain the RDs calendar, while keeping her advised of time-sensitive and priority issues and ensuring appropriate follow-up.
- ✓ Managing internal and external correspondence on behalf of the RD.
- ✓ Scheduling appointments, maintaining an events calendar, and sending reminders.
- ✓ Copying, scanning, and faxing documents, as well as taking notes.
- ✓ Preparing facilities for scheduled events and arranging refreshments, if required.
- ✓ Ordering office supplies and replacements, as well as managing mail and courier services.
- ✓ Providing a professional service in receiving visitors as a first point of contact and representative of the Director.
- ✓ Attending meetings and taking notes of discussion; preparing the initial draft of minutes and summaries.
- ✓ Dealing with complex queries from external bodies, key partners and internal senior managers and progress on behalf of the Director via telephone, correspondence, and face-to-face communication.
- ✓ Managing own workload and assisting the Director to manage their workload to ensure timescales/deadlines are met.
- ✓ Ensuring proper planning and scheduling of weekly & monthly meetings, provide feedback and keep up to date with the RD office objectives in order to provide a highly proactive support role.
- ✓ Creating, developing and maintaining effective office systems including confidential filing systems, maximizing the use of IT.
- ✓ Developing a robust and effective working relationship with the Heads of Departments/Services and Senior Management Teams.
- ✓ Monitoring RD's Office budget and handling expense reports for any spending engaged within the RD's office budget.
- ✓ Observing best business practices and etiquette.
- ✓ Undertaking any other reasonable duties as may be requested from times to times by the Regional Director.

### 3. COMPETENCIES

**PROFESSIONALISM:** Knowledge of the work of IPPFARO in the field of Advocacy, communications, resource mobilisation, partnership building, SRHR and Human rights. Understanding the functions of intergovernmental bodies. Ability to develop communications strategy and messaging for digital campaigning and media events; Understand of media relations and development of media support; Experience in developing media support in Africa for difficult mandates including SRHR and Human rights; strong experience in writing filming and producing images, blogs and stories for SRHR and human rights. Shows pride in work and in achievements; demonstrates professional competence and mastery of IPPF mandate, particularly in the areas of advocacy, communications, public relations and partnership building. Is conscientious and efficient in meeting commitments, observing

deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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.

**CREATIVITY:** Actively seek to improve services; offer new and different options to meet unit's strategy; promote and persuade others to consider new ideas; take calculated risks – think “outside the box”; take an interest in new ideas; do not be bound by traditional approaches.

#### **4. QUALIFICATION, WORK EXPERIENCE & LANGUAGE**

- A first degree in Secretarial Studies, Social Sciences, International Relations, Communication, Business administration or any other related field.
- minimum of 3 years executive level support experience, ideally in an international setting, including office management, administration and secretarial support, is desirable.
- Qualified youth, women and persons leaving with disabilities are encouraged to apply  
Advanced level IT skills - Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.
- Excellent office management skills, including proficiency in appointment scheduling software's such as MS Outlook, as well as conference calls apps (Teams/Zoom)
- English and French are the working languages of IPPFAR. **For this post fluency in English and French (both oral and written) is required.**

#### **5. OTHER NECESSARY SKILLS**

- ✓ Outstanding interpersonal skills – articulate, tactful and diplomatic.
- ✓ Skills to work with complex information and think strategically.
- ✓ Inter-personal and communication skills to forge strong working relationships across the department and with partners.
- ✓ Flexible, team player
- ✓ Excellent writing/drafting skills.
- ✓ Excellent time management skills to meet tight deadlines
- ✓ Embraces safeguarding and other internal policies.

## 6. ASSESSMENT

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

### HOW TO APPLY

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 you are applying for as the subject of the email by **22 April 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).*