

# INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGION (IPPFAR)

Position Overview	
Title	External Relations Director
Location	Nairobi (Kenya)
Reporting to	Regional Director
Status	Full-time
Grade	H

## 1. JOB PURPOSE

The International Planned Parenthood Federation (IPPF) is a global service provider and one of the leading advocates of sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of national organizations, referred to as Member Associations, working with and for communities and individuals. The IPPF Secretariat comprises of a London Office and six Regional Offices. The IPPF Africa Region (IPPFAR) is one of the leading providers of quality sexual and reproductive health (SRH) services in Sub-Saharan Africa and a leading SRHR advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of 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 governments, the African Union (AU), regional economic commissions (RECs), the Pan-African Parliament, the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPF ARO tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 39 countries.

IPPF ARO is looking for a well-grounded leader for the position of External Relations Director to lead the positioning of IPPF in the region. To move the Sexuality Agenda and build Solidarity for Change by shifting norms, building strategic partnerships and supporting social movements, amplifying the work of IPPF. Lead on IPPF's commitment to stand up and speak out as defined in Strategy2028.

## 2. KEY TASKS & RESPONSABILITIES

- Works as part of the Regional Senior Management Team to promote, position, develop and grow the work of the Federation.
- Leads on nurturing and maintaining strategic partnerships in the region that will ensure IPPF is well connected and resonant.
- Ensures adequate resourcing. Leads on the relationship with regional donors, overseeing proposal development and resource mobilization at regional and supports the same at MA levels.
- Works as part of the Global Secretariat External Relations team to position IPPF as a proactive sector leader and to deliver IPPF Strategy2028. Ensures IPPF is responsive to the most critical and urgent SRHRJ issues impacting the most marginalized and vulnerable.
- Is an active part of the change that IPPF is shepherding through, actively challenging IPPF to be more courageous and relevant. Ensures IPPF works to an intersectional and feminist agenda; with youth voices better represented in its external positioning.
- Connects all the External facing work within a Region and builds optimal engagement of IPPF Member Associations/Partners.
- With the Regional Director, represents IPPF on political advocacy and external forums.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

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## 3. MANAGEMENT REPORTING:

- Communications, Voice & Media.
- Advocacy.
- Community engagement and partnerships.

## 4. Role Deliverables:

- Develop and implement a progressive regional plan to deliver on IPPF Strategy2028, ensuring it complements global and regional plans.
- Ensure a strategic eye across business development and strategic engagements along with regional colleagues to support regional and country level fundraising. Responsible for ensuring the team is able and willing to prioritize business development. Ensures two ways sharing of information cross the regional office, and with the global and national teams.
- Build an evolving network of stakeholders, influencers, and partners, as well as knowledge managements on trends and opposition monitoring to inform/strengthen/prioritize action.
- Measure and track key result areas, impacts, and change to adapt/respond with agility.
- Distil IPPF's identity and voice to speak to key stakeholders; develops a position/key message on strategic/emerging themes.
- Gather intelligence and commissions research, leveraged through the global External Relations team, to deepen understanding and strengthen positioning/influencing/delivery.
- Prioritize and focus on engagement with key strategic bodies to maintain presence and influence that will deliver tangible benefits.
- Create an environment that nurtures and leverages disruptive partnerships and strategic community networks.
- Prioritize, connect, and amplify campaigns, placing MA and local voices at the forefront to advocate for the Federation.
- Oversee the framing, activation and 2obilization of high impact media and social media activity that builds on the work of Mas and acts with youth. Ensuring stories/impacts are captured and narrated in engaging and impactful ways.
- Lead on crisis management for the Region, connecting and escalating with Global Comms, Voice and Media as required.
- Create an environment where people perform at their best, leading and developing a team with the skills, drive, diversity and expertise to deliver. Acting as a role model for safeguarding, anti-racism and IPPF's Code of Conduct.

## 5. KEY SKILLS/EXPERTISE:

- Track record in political influencing, inter-governmental negotiations, and measurable change in SRHR related work internationally, with an emphasis on regional engagement.
- Track record of speaking out on sensitive issues, ensuring voice and agency. Evidence of inspiring and delivering cultural change; setting the tone of voice, ensuing values and integrity on SRHR inform decision making and setting the pace for a high performing team that can meaningfully connect with national and global partners.
- Demonstrable record in resource mobilization and maintaining donor relations in the Africa region.
- Has led policy/legislative change, campaigns, and communication strategies at a regional level across multiple stakeholders and coalitions, including marginalised groups.

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- Strong understanding of and experience in gender equality, sexual and reproductive health, rights and justice.
- Evidence of the ability to flex style in a diverse and multi-cultural environment to build positive relationships, combining drive with diplomacy.
- Exceptional communication and presentation skills
- Fluency in French and English is essential, good command of Portuguese is an asset.
- Evidence of being open to and enabling new and leading-edge ideas to build engagement and impact.
- Excellent team manager, leader and developer with strong planning, organizing and knowledge sharing skills.
- 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.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.
- Discretion and trustworthiness: you will often be part of confidential discussions and receive strictly confidential information.
- Shows awareness of and demonstrates sensitivity to the multi-cultural environment in which IPPF operates.
- Supportive of a woman's rights to choose and to have access to safe abortion services.
- Willingness and availability to travel regularly in the region (no more than 30 percent of work time)
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

### **6. 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

**External Relations Director**

**IPPF/ARO**

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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.

### 1. 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 **6 May 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).*