

Position Overview	
Title	Commercial Managers (2)
Location	Nairobi (Kenya)
Reporting to	Deputy Team Leader, Finance & Operations
Status	Full-time
Grade	F

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](#)).

About WISH2:

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.

To implement and manage this project IPPFAR requires a talented, dynamic and diverse team with, broad experience in implementing global family planning and sexual and reproductive health (FP/SRH) programmes, commercial/ financial management expertise, proven contract management, and the ability to deliver on donor requirements including through a payment by results approach.

Role Purpose:

The Commercial Manager functions as the role of programme accountant who supports the sub-contracting of consortium partners and Member Associations, budget management, value for money, contract compliance based on a performance based financial model.

Deliverables:

- To ensure effective FCDO/IPPF project financial management and reporting systems are in place in member associations (MA) and partners in order to manage donor compliant and efficient project spends against budget.
- To collect, prepare and analyse MA and partner project required reports in a timely manner in order to meet internal and external deadlines for submission in order to receive payments from the project and donor.
- To coordinate with the Deputy Team Leader, Finance and Operations on the oversight of all project financial processes and transactions, including the disbursements of funds and verification and approval of financial reports from subcontractors and a defined group of MAs'.
- To lead the adherence to key financial controls for the project, including budgeting, management reporting and forecasting, procurement policy, travel policy, bank reconciliations and treasury management, to ensure donor compliant project finance management.
- To review programmatic documents and other approval request documents to ensure budget feasibility, compliance with forward-funding guidelines, appropriate methods of financing/payment, and adequacy of financial reporting.
- To review and correct project budgets and reports prepared by MAs, giving support and capacity building to MA teams to build expertise and excellence in country.
- To develop methodologies and templates for compiling cost information and to provide coaching and guidance to technical staff at CO, ROs and MAs to ensure cost and activity information is correctly prepared.
- To maintain and deliver on all internal financial reporting requirements as communicated by the IPPF Global Finance team
- To train and advise MA's and partners in FCDO reporting requirements and templates.
- To work closely with other commercial advisors, data analysts and programme teams to analyse and report on the results of the project and advise where improvements can be made.
- To provide in-house training to staff on financial and contractual compliance as required; arrange external training as required.
- To travel to MAs as part of evaluation teams and contribute from a financial perspective, ensuring that appropriate financial management and systems and controls are maintained in beneficiary countries.
- To work strategically across country operations to ensure adaptive management and effective responsiveness to a Payments by Results contract.

Reporting/Management Responsibility:

- Line management of the Commercial Officers.

Qualification/Expertise/Skills:

- Significant progressive experience in financial management roles.

- Internationally recognized financial qualification such as a Certified Public Accountant or equivalent
- Advanced qualification in managing the accounting and finance component of large donor-funded programmes and setting up the accounting and finance function for a large restricted funded project.
- Experience of FCDO or institutional donors is essential and reporting requirements.
- Experience of development issues and/or project implementation and monitoring.
- Experience in audit and financial control systems.
- A proven track record of financial analysis and commercial (acumen) experience. Financial modelling is desirable.
- Previous not-for-profit experience essential and abilities and aptitude for coaching and capacity building.
- Fluency in English and French/Arabic (verbal and written) is essential.
- International experience (particularly developing countries) desirable.
- Advanced IT skills (including spreadsheet applications, especially Microsoft Excel, and databases).
- Familiarity with procurement and audit requirements.
- Knowledge of financial reporting systems such as SUN and Netsuite. A variety of experience advantageous.
- Excellent interpersonal skills and an ability to work effectively with people from different countries and cultures.
- Strong verbal communication skills required to train staff and to convey complex financial information in an easily understandable form to non-financial staff.
- Strong analytical skills.
- Excellent time management and organizational 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.

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.

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: wish2recruitment@ippf.org with the job position you are applying for as

the subject of the email by **29 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).