

Job Title FON Programme Manager-Africa and Architect of Cooperation (AoC)
Grade F
Reports to FON Programme Manager-Global & Lead AoC SRHR
Location Kenya/Cote d'Ivoire

Role Purpose:

Besides, the management of the FON Project across Africa, this position will also serve as IPPFAR desk officer for 2 of the project countries, namely Guinea and Côte d'Ivoire, (closely working with IPPF MAs in those countries to support their work and development. This role will contribute to project management, contract management, and supporting resource mobilization for projects that are or will be implemented in those countries, and in particular the [Feminist Opportunities Now \(FON\) project](#).

This role is a fantastic opportunity to demonstrate excellent programme management and coordination skills and experience, particularly with regards to ensuring programme quality, financial management, risk management, and donor compliance. The appropriate candidate will also bring excellent interpersonal and communication skills and be willing to travel internationally – up to 45 days per year.

Context of Role:

IPPFAR, in consortium with Médecins du Monde (headquartered in Paris, France), CREA (headquartered in New Delhi, India), the International Federation on Human Rights (headquartered in Paris, France), and Empow'Her (headquartered in Paris, France) is leading, since 2022, the delivery of a project entitled Feminist Opportunities Now (FON), to build the capacity of women's movements, via sub-grants to feminist organizations, with a particular effort to reaching small, including non-registered, feminist organizations to address and respond to gender-based violence. The project is implemented in 10 countries (2 in Latin America, 2 in Asia and 6 in Africa).

The project is developed based on an ecological model, using a multi-disciplinary gender-transformative approaches and in addition to direct sub-granting, also provides longer-term mentorship and support to support feminist organizations in their overall development, with trainings specifically tailored to their needs. The project also includes a research-action component that will help understand how these approaches can be scaled-up and made sustainable as well as knowledge sharing and communication components.

To implement this project, IPPFAR has put in place a talented, dynamic and diverse team with broad experience in implementing gender-transformative / SRHR programmes, strong financial management skills, proven contract management experience and the ability to deliver on donor requirements. To complement the team, IPPFAR is looking for a Programme Manager who will be responsible for leading and delivering this project in the 6 African countries of implementation (**Côte d'Ivoire, Niger, Guinea, Kenya, Ethiopia and Burkina Faso**)

Deliverables:

A) FON project management:

- 1. Programme management, budget management, partnership management, and in summary, the overall implementation of the FON programme in the 6 African implementation countries** to ensure the achievement of the programme goals, objectives and to ensure the overall impact/outcomes are achieved, in line with the project objectives, and are perfectly aligned and in absolute compliance with the donor requirements.
- 2. To ensure effective and efficient management of the overall programme, in line with global best practice and standards**, which includes developing appropriate technical, operational, and financial guides/policies, documents and workplans and budget formats which will allow for efficient tracking of project progress through monitoring, evaluation and reporting.

3. To establish and maintain systems for managing project operations:

- Follow the detailed implementation plan (DIP), annual and monthly project action plans and ensure the project is delivered according to the plan, donor requirements and P&IQP project cycle and annual cycle;
 - Regularly review the detailed project budget (and update it when necessary) and continuous monitoring of expenditures throughout the project period;
 - Strategically identify risks and risk mitigation actions to ensure successful project implementation;
 - Monitor the progress of the project, actual vs. planned (objectives, activities and expenditures), through analyzing relevant data systematically collected over the lifetime of the project and provide guidance to ensure its adequate and timely implementation.
- 4. To provide oversight, coaching, technical support and leadership to regional project management staff,** ensuring they are guided, supported and apply appropriate project implementation strategies and approaches to achieve project outcomes as indicated in the project documents.
- 5. To make sure the grants management structure is strong, efficient and in line with donor contract.** S/he will be responsible for the implementation of the funding cycles including adequate oversight of implementing organizations taking a risk management and compliance approach to grant management implementation.
- 6. To coordinate with Programmes team, technical lead, advocacy, and resource mobilization team to ensure effective collaboration in project operations and reporting.**
- 7. To maintain effective and constructive relationships with consortium partners, key stakeholders, and the donors in the 6 countries.** This will include timely response to donor queries, maintaining impactful relations with the donor in-country and with the French Embassies/AFD and coordinate their field visits.
- 8. To timely prepare and submit to the different donor and activity reports to the Global Programme Manager.**
- 9. To conduct monitoring visits to the grantee partners in the 6 African countries and provide them with the necessary support.**

B) IPPF Desk Officer for Côte d'Ivoire and Guinea

- 10. Contract and project management:** Ensure programme management, budget management and partnership management of single and multi-country projects is well implemented in the focus countries, to ensure the achievement of the programme goals and objectives and to ensure the overall impact/outcomes are achieved, in line with the project(s) objectives, and are perfectly aligned and in absolute compliance with the donor's requirements. Provide oversight, coaching, technical support and leadership to regional project staff, ensuring they are guided, supported and apply appropriate project implementation strategies and approaches to achieve project outcomes as indicated in the project(s) documents. Maintain effective and constructive relationships with consortium partners, key stakeholders, and the donors.
- 11. Create and maintain country and MA profiles** – for the countries which they are responsible for - that capture capabilities, capacities, country contexts, audiences, SRHR opposition/anti-rights and other SRHR organisations in country in support of strategy development. Evaluate MAs against Performance, Learning & Impact metrics that support global SRHR commitments. Disseminate key regional information, commentary and changes in the political landscape to colleagues, MAs in support of the wider SRHR political and social change agenda.
- 12. Support the work and development of selected MAs:** Develop effective professional working relationships with the IPPF MAs of the focus countries that promote and enable networking, learning and capacity building. This implies: incorporating key donor requirements and learning into business planning cycles. Supporting MAs in developing Business Plans, half-yearly reports and annual reports/updates; Advise MAs on opportunities to work with each other that support their own outcomes, specialisations

and areas of interest (support to peer-to-peer work and communities of practice between IPPF MAs); Supporting focus MAs through their accreditation exercises, documenting areas for improvement.

- 13. Network across the Regional and Global Secretariat** team to access and deliver the best support to MAs and project(s) partners by networking and actively participating in and building on a global community of Architects of Cooperation (AoCs).
- 14. Safeguarding:** Oversight/provision of incident co-ordination resulting from concerns raised within MAs or by clients of MAs on IPPF's Safe Report, when required. Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework. Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
- 15.** To align the project implementation with IPPFAR's principles of safeguarding of children and young people and gender trans-formative approach.
- 16. Any other tasks that may be assigned by the supervisor or senior management team.**

Reporting/Management Responsibility:

- N/A.

Expertise:

- Project management skills, including budget management and reporting to donor agencies
- Fluency in French and English is essential, good command of Portuguese is an asset
- Has a track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings.

Skills:

- Excellent verbal and written communication skills. Demonstrated expertise in media/communication (drafting of articles, blogs, case studies) and drafting funding proposals is an advantage.
- Networking and partnership building skills, including the ability to effectively engage a wide range of stakeholders.
- Strong analytical skills, with the capacity to interpret and distil information.
- Strong ability to read and understand financial/audit reports.
- Excellent information management and IT skills
- Excellent time management skills, able to meet tight deadlines.
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures
- Demonstrates an understanding of and commitment to safeguarding in a local and international context
- Strong analytical skills using advanced excel knowledge.
- 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.



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.