**Job/Role Title:** Programme Officer

**Grade:** D

**Responsible to:** FON Africa Programme Manager

**Location:** Nairobi**,** Kenya

**Role Purpose:**

To support the implementation of the Feminist Opportunities Now (FON) Project and Justice for Survivors (J4S) Project, International Planned Parenthood Federation Africa Region (IPPFAR) has established a talented, dynamic, and diverse team with broad experience in gender-transformative SRHR programs, demonstrating strong financial and technical management skills, project management expertise, and the ability to deliver high-quality, needs-based services in line with donor requirements.

To complement this team, IPPFAR is seeking a Programme Officer to support the delivery of these projects in West Africa. This role presents an exciting opportunity to showcase a combination of program support and coordination skills, with a particular focus on ensuring program quality and donor compliance. The ideal candidate will possess strong interpersonal and communication skills and be willing to travel as needed.

The position reports to the Africa Programme Manager and the incumbent will work collaboratively with the FON team, and in particular with grants management, finance, procurement and other internal units as required within the broader Africa Region team. As work will ebb and flow, the amount of time dedicated to each responsibility in this job may vary significantly depending on the overall FON work plan and activities, so the amount of time spent on any specific responsibility will vary and will be allocated in regular discussion with the PO’s manager.

**Context of Role:**

International Planned Parenthood Federation (IPPF) is a global leader in sexual and reproductive health (SRH) services and an advocate for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF operates as a global movement of national organizations, known as Member Associations, working with and for communities and individuals.

The IPPF Secretariat consists of a London Office and six Regional Offices, including the Africa Regional Office (IPPFAR), headquartered in Nairobi, Kenya. The primary objective of IPPFAR is to increase access to SRHR services for vulnerable youth, men, and women in sub-Saharan Africa. To achieve this, IPPFAR partners with local civil society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, and other strategic partners to expand political and financial commitments to SRHR in Africa.

IPPFAR addresses growing SRH challenges through a network of Member Associations (MAs), strategic partners, and volunteers across 40 countries.

**Deliverables**:

The Programme Officer will be responsible for the following key tasks:

* To support the implementation of the project activities across West Africa and to ensure the overall objective/impact/outcomes of FON are achieved and are adequately aligned with the targeted needs, in complete compliance with donor requirements. They might be requested to support the J4S Project if needed.
* To support the overall programmes implementation in line with global best-practice and standards, applying appropriate project implementation strategies and approaches to achieve projects outcomes as indicated in the project documents.
* To establish and maintain regular communication within the team, consortium members and sub-grantees to provide support and collaborate with them on issues related to implementation of activities, donor compliance, submissions of reports and other post award deliverables. This will also include organizing regular meetings of the technical working groups.
* To support the administrative and procurement functions for the team, such as invoicing, accounting, reporting, and contributing to narrative and financial reports, to ensure successful execution of grant processes as/when required in close collaboration with the Finance Officer and Internal Auditor.
* To establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; and monitor and evaluate programmatic and operational effectiveness, and advise and effects changes required for improvement.
* To support the development of a wide range of integrated communications and knowledge management strategies and products in close collaboration the communications team.
* To ensure that the project implementation aligns with IPPFAR’s principles of safeguarding of children and young people and gender transformative approach.
* To undertake any other responsibilities which are commensurate with a role of this nature, which have been discussed and agreed with the programme manager.

**Reporting/Management Responsibility:**

* Directly reports to FON Africa Programme Manager
* No supervisory responsibilities.

**Expertise:**

* EDUCATION: A Bachelor’s degree in public health, financial management, social sciences, public policy, communications and/or other related fields
* WORK EXPERIENCE: At least 5 years of relevant professional experience, with at least 2 years of solid experience in multi-country/regional programme management. A track-record in SRHR programming in sub-Saharan Africa is an advantage.
* LANGUAGES: English and French are the working languages of the IPPFAR. For this post fluency in English (both oral and written) is required, and knowledge of French is desirable.

**Skills:**

* Excellent interpersonal skills - articulate and diplomatic.
* Ability to interact with diverse groups;
* Excellent written communication skills;
* Strong analytical skills and the ability to summarise and simplify complex information;
* Strong influencing skills; Sound research skills; Good understanding of development issues and fundraising;
* Excellent project management, time management and organisational skills to meet multiple deadlines;
* Good IT skills – Word, Outlook, Excel and PowerPoint;
* Flexible – team player.

**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.

**HOW TO APPLY**

Interested individuals should fill the application form attached below and submit 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 **9th March 2025**.**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).*

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