

Job/Role Title : Executive Officer
Grade : C
Responsible to : Regional Director
Location : Nairobi, Kenya; Cotonou, Benin

Role Purpose:

The Executive Officer provides high-level executive, administrative, and operational support to the Regional Director and the senior leadership of IPPF Africa Region. The role ensures the efficient operation of the Director's Office through the coordination of schedules, communication, documentation, and liaison with internal and external stakeholders. The post supports the visibility, planning, and smooth running of strategic and operational engagements within the Office of the Regional Director. The role demands strong discretion, administrative excellence, and interpersonal communication to facilitate the Director's priorities.

Context of Role:

The International Planned Parenthood Federation (IPPF) is a leading global provider of sexual and reproductive health (SRH) services and a strong advocate for sexual and reproductive health and rights (SRHR) for all. IPPF operates through a network of over 120 Member Associations worldwide. In Africa, the IPPF Africa Region (IPPFAR) is headquartered in Nairobi, Kenya, and supports Member Associations in approximately 40 countries across Sub-Saharan Africa. A sub-regional office is also located in Cotonou, Benin.

Deliverables:

- Provide executive and administrative support to the Regional Director, including diary management, document preparation, and meeting coordination.
- Coordinate internal and external communication on behalf of the Regional Director.
- Support the preparation, monitoring, and reconciliation of the Director's Office budget.
- Manage correspondence, emails, calls, and visitor logistics for the Director's Office.
- Schedule and prepare materials for key meetings and events; take minutes and ensure timely follow-up.
- Coordinate travel arrangements and logistics for the Regional Director and visiting delegations.
- Maintain confidential files and ensure secure handling of sensitive information.
- Liaise with departments, Member Associations, and external partners as required.
- Support logistical preparations for missions, speaking engagements, and high-level regional events.
- Perform other duties as may be assigned to facilitate the efficient functioning of the Regional Director's Office.

Reporting/Management Responsibility:

- N/A

Expertise/Skills:

- Bachelor's degree in social sciences, International Relations, Business Administration, or a related field.
- Relevant experience in executive-level support or administrative support, ideally in an international organization.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and scheduling tools (e.g., Outlook).
- Excellent interpersonal, organizational, and communication skills.
- Strong official documents drafting and editing skills.

- Proven ability to manage time, prioritize tasks, and meet deadlines.
- Fluency in English and French.
- Ability to always maintain discretion and confidentiality.
- High level of professionalism and adaptability in a multicultural environment.
- Commitment to IPPF's policies, mission, vision, values, and adherence to IPPFAR's procedures and regulations.
- Ability to work independently and as part of a team, demonstrating initiative and adaptability.
- Flexibility to work outside normal hours when required.
- Role model for safeguarding, anti-racism, non-discrimination, and ethical conduct.
- Commitment to working in a diverse, multicultural, multilingual, and intergenerational environment.
- Dedication to continuous improvement and high-performance standards.

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.