**Job/Role Title : Programme Manager**

**Grade : G**

**Responsible to : ​​Director of Membership Support and Development​**

**Location : Nairobi (Kenya) or Cotonou (Benin)**

**Role Purpose:**

The Programme Manager will lead the implementation of the *Strengthening Health Systems for Integrated & Transformative SRHR (SHIFTS)* project— a multi-country initiative funded by Global Affairs Canada (GAC), running until March 2032 and implemented in consortium, with Action Canada as prime. With implementation in Benin, Mozambique, and Nigeria, SHIFTS seeks to address critical supply gaps in sexual and reproductive health (SRH) services—particularly abortion—strengthen demand for SRH services, and promote enabling environments that uphold the respect, protection, and fulfilment of SRHR by governments and other key stakeholders.

**Context of the Role:**

The Programme Manager will be responsible for the overall coordination and day-to-day management of the programme, implemented through IPPF Member Associations in Benin, Mozambique and Nigeria. They will work closely with IPPF and MAs technical leads and cross-functional teams to ensure timely delivery against annual work plans, resolve implementation challenges, ensure donor compliance, proactively address programmatic risks, and contribute to strategic decision-making for successful project delivery. They will also collaborate closely with and report to the SHIFT Programme Manager at Action Canada who, as prime, will have the ultimate project oversight.

**Deliverables:**

* The overall implementation of the programme 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. This includes programme management, budget management and partnership management.
* 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.
* To establish and maintain systems for managing project operations:
* Develop a detailed project implementation plan (PIP), annual and monthly project action plans and ensure the project is delivered according to the plan, donor requirements and project cycle and annual cycle;
* Prepare detailed project budget 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 analysing relevant data systematically collected over the lifetime of the project.
* To provide oversight, coaching, technical support and leadership to in-country 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.
* To coordinate with the IPPF country/desk officers (Architects of Cooperation - AoC), technical leads, advocacy, grants management and resource mobilization teams, as well as the Action Canada team to ensure effective collaboration in project operations and reporting. This includes taking a leadership role in various working groups as defined through the implementation of the project and its governance mechanism, as well as providing regular updates to the IPPFAR Director of Membership Support and Development, the ARO AoC Leads, and the project team, including the three Member Associations on the management and technical aspects of the project, keeping them informed of significant developments and issues pertaining to the portfolio.
* To maintain effective and constructive relationships with Action Canada (consortium lead), key stakeholders, and the donor. This will include timely response to donor queries, maintaining impactful relations with the donor and coordinating their field visits, as appropriate.
* 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.
* To undertake any other duties as may be requested from time to time.

**Reporting/Management Responsibility:**

* PLI Officer
* Youth Communications & Advocacy Associate.

**Expertise:**

* Significant experience working in a global health or international development programme.
* Significant experience working in programme management, including budget management and reporting to donor agencies, with preferred experience working on SRHR/FP programmes in developing countries, particularly in sub-Saharan Africa. Experience managing   Global Affairs Canada funded initiatives is an advantage.
* Formal programme management qualification such as PMP, PRINCE2 or equivalent preferred.
* Knowledge and experience implementing good programme management practices.
* Strong ability to read and understand financial/audit reports.
* Excellent information management and IT-skills
* Excellent time management skills, able to meet tight deadlines.
* Experience of managing remote direct reports.
* Significant experience of managing restricted donor funded programmes, preferably multi country
* Experience working in matrix organisations.

**Skills:**

* Excellent interpersonal skills with a proven ability to influence and negotiate.
* Excellent verbal and written communication skills.
* Strong leadership skills including the ability to effectively engage a range of stakeholders.
* Excellent staff and team management skills – including global / virtual management.
* First rate quantitative and qualitative analytical skills.
* Excellent project management skills including experience of reporting to donor agencies.
* Excellent budget management skills.
* Excellent time management skills able to meet tight deadlines.
* Fluent English essential.  French and Portuguese an advantage.
* Excellent IT 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.