

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
AFRICA REGIONAL (IPPFAR)**

JOB DESCRIPTION

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| Job Title: | | Department: | |
| WISH1 Senior Technical Advisor | | Program | |
| Location: | Responsible to: | Date: | Rank: |
| Nairobi | Lead Project Delivery Management | October 2020 | C2 |

A. JOB PURPOSE

The post holder will be part of a team of highly skilled professionals leading a global project to deliver a large, multi-country, DFID-funded integrated Family Planning and Reproductive Health project called [WISH1](#) (Women's Integrated Sexual Health – Lot 1).

The WISH Project is a performance-based results funded contract with DFID, aimed at delivering sexual and reproductive health services across a range of African countries. The project consists of a consortium of partners, led by Marie Stopes International (MSI) and subcontracted to IPPF to implement in 6 IPPF Member Associations (MAs).

The role of WISH1 Senior Technical Advisor is to lead on the technical requirements of the WISH Lot 1 project to include: Family Planning (FP)/Reproductive Health (RH) service delivery, safe abortion, adolescent sexual reproductive health, task shifting and health financing and client care aspects of a large-scale, DFID funded payment by results contract to deliver sexual and reproductive health services (and related deliverables) across a range of countries and contexts. As part of this role, the WISH1 Senior Technical Advisor will work closely and seamlessly with WISH Lot 2 technical colleagues to apply, adapt and coordinate on WISH global technical initiatives and priorities, applying and adapting technical work streams to support the WISH1 Member Associations throughout all areas of implementation.

B. KEY TASKS

1. Provide remote and in-country technical assistance to build the capacity of IPPF in-country teams to effectively increase access to and uptake of FP and RH information, products and services, with an emphasis on integrated post abortion care, safe abortion programmes and modern contraception, including long acting reversible contraception and permanent methods.
2. Support country programmes to implement high impact women's integrated sexual health services through a variety of service delivery channels to include public and private sector strengthening, mobile outreach services, social franchising and community-based distribution efforts.
3. Assist WISH1 supported Member Associations in developing strategies to make information, products and services more accessible to disadvantaged and underserved groups, with an emphasis on youth, people with disability and the poorest.

4. Provide Sexual & Reproductive Health (SRH) thought leadership, analysing and using available evidence to design interventions, influence policy, funding and practice at country, regional and global levels.
5. Advise on strategy for programmatic/technical delivery aimed at facilitating (and as far as is possible ensuring) delivery of contracted Key Performance Indicators (KPIs). Ensure that the necessary technical assistance is provided to MAs to achieve desired outcomes on the 'Leave No One Behind' initiative, advising on increasing service delivery reach in the poorest and hardest to reach areas and addressing youth access to SRH services.
6. Advise on strategy for programmatic/technical delivery aimed at facilitating (and as far as is possible ensuring) delivery of contracted KPIs and strategic outcomes to include technical expertise on reaching the poor and youth and people living with disabilities.
7. Provide technical leadership to the development of the project delivery and project monitoring mechanisms, in close collaboration with the consortium lead, MSI, and MA partners to ensure timely implementation and compliance to the requirements and regulations of the contract.
8. Review and assess project progress against stated deliverables helping IPPF member associations identify, plan for and address implementation challenges to include technical plans, timelines and assigned roles and responsibilities.
9. Work closely with WISH2 technical colleagues, WISH1 M&E Advisor and WISH MA coordinators to continuously monitor local Quality of Care (QoC) data, to identify progress and gaps, and develop capacity building plans to address gaps and ensure incorporation of client-centred care in all capacity building activities for quality of care within the context of rights-based SRH services.
10. Proactively communicate with the Lead project delivery Management, Project Team in-country, the Project Director, WISH2 and Africa region leadership to continually improve programming and problem solve challenges as they arise.
11. Advise the Lead project delivery Management and the ARO program team, the WISH Lot 1 Project Director and the Project team, central office and consortium partner leads, on the technical aspects of the project
12. Lead on technical areas of programmatic reporting to donors and provide project representation at stakeholder and donor meetings as required to ensure high quality technical reporting and donor engagement.
13. Lead on reviewing and supporting the WISH1 Member Associations in achieving their sustainability milestones
14. Identify and write technical and programmatic briefs as appropriate and disseminate and promote sharing of FP/RH information and initiatives to relevant parties, including through technical webinars, quarterly technical updates, closed project websites and best practice meetings.
15. Represent IPPF's FP/RH work externally through partner and donor meetings, conferences, case studies, and technical meetings which will also support study visits to in-country project activities to highlight successes and challenges

16. Participate in relevant Wish 2 Action technical meetings and broader IPPF technical meetings to extract and contribute to IPPF technical thought leadership.
17. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
18. To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation. In particular, relationships with the Treasurer, Audit Committee and representatives of donor organisations.
19. To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
20. To take collective responsibility for safeguarding
21. To undertake any other reasonable duties as may be requested from time to time.

C. PERSON SPECIFICATION

1) Competencies

- **PROFESSIONALISM:**

Knowledge and experience of working with International Non-Governmental Organization.
Knowledge of wide range of SRHR programs and innovations, specifically related to FP, Gender mainstreaming, youth centered care, Quality of care, and clinical management
Knowledge of the region and/or countries in the region as per IPPF delimitation, including the political, economic, and social dimensions
In-depth understanding of reproductive health issues for vulnerable/marginalized groups in the Africa Region, including LGBTI, IDPs, women, adolescent and young people
Ability to identify and to formulate conclusions/recommendations to resolve a wide range of complex issues/problems
Ability to relate SRHR issues and perspectives, including gender and inclusiveness issues, to human rights Programmes
Show pride in work and in achievements; 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.

- **PLANNING & ORGANIZING:**

Develops clear goals that are consistent with agreed strategies
Identifies priorities and knows when to adjust priorities if necessary
Allocates appropriate amount of time and other resources for completing work
Foresees risks and allows for contingencies when planning
Organizes training sessions, e-training and facilitate same
Monitors and adjusts plans and actions as necessary

- **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 organizational and team agenda before personal agenda
Empowers others to translate shared vision into results
Is proactive in developing strategies to accomplish team objectives
Works independently and as a team member
Supports and acts in accordance with the final team-decision, even when such decisions may not entirely reflect own position
Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **ACCOUNTABILITY:**

Takes ownership of all responsibilities and honors commitments
Delivers outputs for which one has responsibility within prescribed time, cost and quality standards
Works on multiple deliverables simultaneously, independently and meet deadlines without compromising quality
Strong report writing and presentation skills
Operates in compliance with organizational regulations and rules
Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **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.

- **MANAGING PERFORMANCE**

Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

2) EDUCATION & QUALIFICATIONS

Master's degree, or equivalent experience in sexual and reproductive health, public health or similar field.

3) WORK EXPERIENCES

- At least six years' experience in similar position, or in SRHR project management
- Two years of experience in the related area at the international level is required
- Significant experience of effectively managing budgets in line with donor requirements

- Demonstrated experience and understanding of donor relations and reporting, especially with DFID, is essential
- Experience of working with the young and/or marginalised would be a strong advantage

4) Languages

- For this post fluency in English and French (both oral and written) is required.
- Knowledge of local languages relevant to WISH Lot 1 countries are beneficial.

5) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview

6) Personal Attributes

- Subscribe to IPPF's Mission, Vision, and Values
- Embrace working in a multi-cultural and diverse environment
- Integrity and ability to maintain confidentiality at all times
- Understanding of and a commitment to safeguarding including child protection, in a local and international context
- Supportive of a woman's right to choose and to have access to safe abortion services. This is an occupational requirement of this post, in accordance with Schedule 9 Part 3 of the Equality Act 2010
- Commitment to the investment in and empowerment of IPPF MAs
- Willingness to travel: approximately 30% of time
- Focus on continuous improved results/performance
- Ability to work and deliver in a difficult setting
- Proficiency in technologies, such as MS office suites
- Flexibility and willingness to work outside normal working hours

Special Notice

The duration of the appointment is subject to the availability of funds.

The candidates will not be considered for employment if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

IPPFARO places no restrictions on the eligibility of men and women to participate in any capacity.

IPPF Africa Region Office is a non-smoking environment.