# JOB DESCRIPTION

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| **Job Title:** | | **Division:** | | |
| **Director, Institutional Delivery** | | **Programmes** | | |
| **Location:** | **Responsible to:** | | **Date:** | **Rank:** |
| **London** | **Director, Programmes Division** | | **January 2019** | **1** |

**1. JOB PURPOSE**

To oversee the institutional delivery of a wide range of diverse and complex global restricted projects, in line with IPPF Strategic Framework (2016-2022) and Business Plan. The postholder will also ensure the capacity of the Federation to deliver successful restricted projects is enhanced at the Secretariat and Member Association levels.

To contribute to the strategic direction and leadership of the Programmes Division with an emphasis on ensuring experience and learning from restricted funded projects is captured and utilized to inform resource mobilisation/new business development and project management across the Federation.

Critical areas such as implementation of clinical management information systems will also be overseen by this postholder.

**2. KEY TASKS**

1. To develop and support, in consultation with Regional Offices (ROs), strategies for effective development, management and capacity to deliver restricted funded projects in support of the IPPF Strategic Framework (2016-2022) and Secretariat Business Plan.
2. To ensure robust and effective systems are in place to monitor restricted funded projects and to share experience and learning from the wide range of restricted projects.
3. To ensure the preparation of materials to ROs, Member Associations (MAs) and external partners as relevant, briefing documents, technical guidelines, standards and tools that assist in promoting successful delivery of restricted funding.
4. To support the Director, Programmes in ensuring the commodity supply chain function supports the delivery of restricted projects and that robust systems to ensure commodity security are in place as part of institutional development and meeting programme results.
5. To ensure the successful roll-out of the Clinical Information Management System, as part of IPPF data management strategy and Business Plan, so that it is an embedded part of institutional capacity within the Secretariat.
6. To promote and facilitate inter-regional collaboration and training in relation delivery of restricted projects.
7. To collaborate with the technical team to ensure effective documentation, evidence gathering and sharing of programmatic technical successes and failures that can contribute to the wider body of evidence from our Member Associations and partners funded by restricted projects.
8. To oversee the effective delivery of large restricted programmes including the Global Comprehensive Abortion Care Initiative, the Safe Abortion Action Fund and Women’s Integrated Sexual Health (WISH) 1 and others as developed/approved.
9. To represent IPPF in relevant meetings with external partners including donors.
10. To identify new opportunities and funding for IPPF, including assisting the development of bids and proposals with key Programmes and New Business Development and Resource Mobilization staff.
11. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
12. 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.
13. 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
14. To take collective responsibility for safeguarding.
15. To undertake any other reasonable duties as may be requested from time to time.

**3. RESPONSIBILITIES**

* Staff management responsibility for a team of up to 25. Seven direct reports.
* Overall responsibility for a significant restricted funds portfolio, over $12 million/year.
* Advises Directors’ Leadership Team and Senior Management as appropriate

**PERSON SPECIFICATION**

**4. EDUCATION & QUALIFICATIONS**

Post-graduate degree in health, social health or related fields or equivalent standard of education – essential. Doctorate or equivalent standards of education would be desirable but not essential.

**5. PROVEN ABILITY**

* Significant exposure to large, complex and multi country restricted projects in developing countries.
* Strong expertise in overseeing multi-disciplinary teams.
* Significant exposure to sexual and reproductive health policies and programmes, with special focus on contraception and abortion, preferably in developing countries.
* Experience in developing/writing bids/proposals.
* Sound technical knowledge/scientific understanding of Sexual and Reproductive Health and Research.

**6. SKILLS**

* Strong leadership skills
* Excellent interpersonal skills
* Excellent verbal communication skills – experienced presenter and trainer
* Excellent staff management skills, including managing staff working remotely
* Strong budget management skills
* Strong programme management skills (development, management, implementation and evaluation)
* Strong written communication skills to include development of training resources
* Good time management skills
* Fluent English, other languages, especially French, an asset

**7. PERSONAL COMPETENCE**

* Ability to think/operate strategically
* Willing to travel internationally – about 30 days a year
* Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
* 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.