# JOB DESCRIPTION

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| **Job Title:** | | **Division:** | | |
| **Humanitarian Director** | | **Programmes Division** | | |
| **Location:** | **Responsible to:** | | **Date:** | **Rank:** |
| **Bangkok** | **Director, Programmes Division** | | **February 2019** | **1** |

1. **JOB PURPOSE**

The Director, Humanitarian leads the development and delivery of IPPF’s global humanitarian programme, which focuses on providing sexual and reproductive health and rights (SRHR) services in humanitarian crises. The role is pivotal in promoting IPPF’s global humanitarian strategy, 2018-2022.

The Director oversees technical assistance to Member Associations (MAs), to prepare to respond to acute crises by delivering the Minimum Initial Service Package (MISP) for reproductive health in crisis settings, and to upscale provision of essential services people affected by protracted crises. This will include funds dedicated to the Humanitarian Programme over the next three years as part of the new IPPF Business Plan, including a growing portfolio of restricted funded projects.

The Director leads a multi-disciplinary team of humanitarian experts, supported by two Deputy Directors, based in the main Humanitarian hub in Bangkok and Pacific hub in Suva, Fiji respectively, and coordinates humanitarian capacity across six Regional Offices and IPPF Member Associations. The Director also represents IPPF at external meetings and advocates for the achievement of our mission and the SRH rights of people living in crisis settings. The post-holder will build and leverage strategic partnerships to mobilise resources for IPPF’s humanitarian efforts.

1. **KEY TASKS**
2. Coordinating implementation of IPPF’s humanitarian strategy and IPPF’s business plan, working closely with senior leaders in the organisation at global, regional and MA levels.
3. Managing and supporting Humanitarian Team members, and consolidating working approach and capacities across the global humanitarian program team to effectively, strengthen common purpose, working approaches and collaboration on priority work objectives.
4. Mobilising restricted funding to support humanitarian programming, especially in countries prioritised for Humanitarian Solutions work.
5. Overseeing the delivery of various restricted funded projects, including SPRINT (DFAT) and SRHiE Pacific (MFAT), and strategic engagement with donors including IPPF’s SPRINT donor, Australia, as represented by the Australian Department for Foreign Affairs and Trade.
6. Expanding the capacity and capabilities of MAs, supporting them to respond effectively to humanitarian crises and facilitating MA-MA capacity building.
7. Oversee technical guidance and quality standards to programme teams across IPPF to prepare for and respond to humanitarian emergencies, taking a leading role in coordinating support across the Federation to major international emergencies.
8. Strengthening financial and operational systems to support the delivery of the humanitarian strategy and the underlying programme.
9. Leading engagement with international humanitarian architecture, including Health cluster and Protection cluster engagement.
10. Strengthening global partnerships which assist IPPF MAs to strengthen their preparedness or humanitarian response capacities, or mobilise funding.
11. Collaborating with partners including the Inter Agency Working Group on SRH in Crisis and UNFPA, Call to Action on GBV in advocating for IPPF’s policy positions on SRHiE and SGBV with key stakeholders
12. Guiding IPPF advocacy positioning within the humanitarian space.

**General**

1. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
2. 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.
3. 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.
4. To take collective responsibility for safeguarding
5. To undertake any other reasonable duties as may be requested from time to time.
6. **RESPONSIBILITIES**
7. Staff responsibilities carried out by the job holder:

* Management of a team of 16 staff

1. Financial responsibilities carried out by the job holder:

* Responsibility for managing a restricted project funding portfolio of USD 9m, core funding of USD 0.25m per year, and coordinating a Business Plan Humanitarian ‘Solution’ portfolio projected to be in excess of 8m USD.

1. Advisory responsibilities carried out by the job holder:

* Oversight of a team with technical advisers in communications, capacity building, gender and inclusion, youth, SRH, monitoring and evaluation, advocacy and resource mobilisation.
* Provides advice on integration of humanitarian to senior decision-makers, program and operational staff across the organisation.

**PERSON SPECIFICATION**

1. **EDUCATION & QUALIFICATIONS**

* Postgraduate qualifications in a relevant field: international development, public health, health management, social science or equivalent.

1. **PROVEN ABILITY**

For this key role, IPPF is seeking a senior international health or development executive with significant experience in health, rights and/or protection in humanitarian settings. The successful candidate will have:

* Substantial and significant experience in humanitarian settings, including preparedness, disaster response and recovery, fragility and conflict.
* Strong demonstrable experience in delivering outputs and outcomes, particularly as they relate to humanitarian settings, SRHR, or management in the context of crises that stem from health, natural or conflict situations.
* Advanced application of health, SRHR, rights, and/or protection in humanitarian settings.
* A strong track record of leadership and senior staff management, including developing and inspiring performance of staff from diverse backgrounds and cultures.
* Extensive experience in programme and project management, with proven ability in producing results.
* Extensive networks within the global humanitarian system/ extensive experience of international humanitarian coordination architecture, aid systems and agencies.
* Significant exposure to, or experience working in, clinical settings or with clinicians, with a specific focus on the provision of SRHR services

1. **SKILLS**

Strategic leadership and results orientation:

* Strong leadership, including leading and promoting team work across a relatively new global, dispersed team.
* Demonstrated ability to think and operate strategically and transform strategy into results.
* Strong policy and programme development skills, including managing funded by multiple donors.

Humanitarian and resource mobilization:

* Demonstrable achievement in humanitarian programme management, preparedness and response including on the ground experience in a range of humanitarian crises.
* Proven skills and experience in security, risk and fraud management.
* Well-established resource mobilization skills, including in preparing technical, humanitarian proposals, bids and tenders for a range of humanitarian donor agencies.

External representation and advocacy:

* Strong representation, advocacy and influencing skills at regional and international levels with a proven ability to build consensus.
* Excellent networking and relationship-building skills, with the ability to command interest in, and liaise with, key stakeholders on SRHR issues.
* Substantial experience of working collaboratively with a range of partners and donors.
* Excellent verbal and written communication skills, including the ability to express technical concepts clearly and concisely to a variety of audiences.

Other:

* Significant cultural awareness, with the ability to work well and produce results across transnational environments with people from diverse backgrounds.
* Fluent in spoken and written English and proficiency in Spanish, French or Arabic is highly desirable.

1. **PERSONAL COMPETENCE**

* Sound judgement, particularly in constrained and pressured situations and environments.
* Willing to travel internationally, up to 60 days per 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.

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