

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

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**JOB DESCRIPTION**

<b>Job Title:</b>		<b>Division:</b>	
<b>Gender &amp; Inclusion Advisor</b>		<b>Programmes</b>	
<b>Location:</b>	<b>Responsible to:</b>		<b>Date:</b>
<b>Suva, Fiji</b>	Deputy Director, Humanitarian		<b>Feb 2020</b>

**1. JOB PURPOSE**

To contribute in upholding Sexual Reproductive Health and Rights (SRHR) of all the people, including affected people in humanitarian setting under the umbrella of the IPPF's Pacific programme. To provide technical assistance to the Pacific Humanitarian and Development Programmes and IPPF Member Associations (MAs) on Sexual and Gender Based Violence (SGBV), gender and inclusion programming and represent the Federation in regional and global fora.

**2. KEY TASKS**

- Provide technical assistance to Pacific Member Associations (MAs) in implementing activities to reduce and mitigate consequences of SGBV during **stable times and emergencies**
- Provide support to MAs to build their capacity on prevention of and response to SGBV
- Build partnerships where appropriate with specialist organisations to progress SGBV and Gender programming
- Represent IPPF effectively in relevant technical and advocacy groups in the development and humanitarian sector, e.g. Pacific Protection Cluster, GBV working groups
- Provide technical and practical advice and support on gender and inclusion issues informed by gender analysis
- Contribute to the implementation of IPPF's gender equality policy and collaborate with IPPF Central Office, Regional Office and Humanitarian Hub SGBV and Gender advisors.
- Develop/Update guidance documents on how to integrate gender and inclusion considerations into Pacific emergency planning and response operations
- Ensure that IPPF's Pacific programming maximises opportunities to reach women, youth, people with disabilities, people who are of diverse sexual orientation and gender identity and to engage them to advocate for their rights
- Support program design and proposal development for organisational capacity building on SGBV and Gender in both the humanitarian and development fields
- Build and maintain positive working relationships with all members of staff and contacts both within and outside the Federation
- Adhere to IPPF's safeguarding and safety - security policies and guidelines
- Build the capacity of Pacific Office staff on SGBV, gender and inclusion
- Undertake such other reasonable duties as may be requested from time to time

### 3. RESPONSIBILITIES

Describe: a) staff responsibilities carried out by the job holder.

- As assigned for supervision (staff and consultants).
  - b) financial responsibilities carried out by the job holder.
- Contribute to annual budget preparation; monitoring of actual expenditure against budget in your area of responsibility
  - c) advisory responsibilities carried out by the job holder.
- Coordinate and support SGBV contract deliverables under restricted programs (including SPRINT, SRHiEP, UNFPA Transformative Agenda, and the Niu Vaka Pacific Strategy)
- Support Humanitarian and Development technical teams and MA staff and volunteers on effective implementation of SGBV programmes

## PERSON SPECIFICATION

### 4. EDUCATION & QUALIFICATIONS

Describe the likely educational/training background of the job holder.

- Graduate qualifications in a relevant field required – international development, public health, social sciences or equivalent with a specialisation in gender and sexual and gender-based violence.

### 5. PROVEN ABILITY

Describe the minimum level of professional experience required to do the job.

- Significant experience in SGBV, gender and inclusion programme design, implementation and capacity building in international development settings, preferably including in humanitarian crises
- Advanced understanding of gender transformative programming and inclusion on how humanitarian crises affect different segments of a population, including women and men in their diversity, youth, people with disabilities, including those of diverse sexual orientation and gender identity etc.
- Significant experience of developing organisational guidance and promoting reflective learning on technical issues
- Significant experience of training and mentoring staff on SGBV, Gender, Inclusion and SGBV programming
- Experience working in the Pacific Islands region highly desirable

### 6. SKILLS

Detail the skills needed to do the job, including languages.

- Excellent analytical skills
- A proven ability to build consensus
- Effective facilitation skills
- Sound judgement, particularly in constrained and pressured situations and environments
- Demonstrated ability to think and operate strategically and transform strategies into results.

- Strong verbal and written communication skills- fluency in English. Other Pacific languages are highly desirable
- Exceptional interpersonal skills with ability to work with people from different technical backgrounds, and virtually.
- Significant cultural awareness, with the ability to work well and produce results across transnational environments with people from diverse backgrounds
- Capacity and willingness to collaborate and be flexible in difficult and sometimes insecure working circumstances.
- Strong organizational and time management skills required to multi-task and meet tight deadlines.
- Strong computing skills in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Able to work independently and be self-motivated in defining goals and objectives, while also working collaboratively in a team across disciplines, geographical locations and cultures.

## **7. PERSONAL COMPETENCE**

Describe the characteristics of effective job performance, eg. sound judgement, ability to maintain confidentiality.

In addition to the above, the candidate should have the following personal characteristics

- Integrity
- International profile, with established connections to relevant SRH/humanitarian and SGBV stakeholders
- Willingness to travel extensively and at short notice – up to 40% of total work time- and at short notice for humanitarian deployments making up to 20% of work time
- Cultural sensitivity
- Supportive of a woman's right to choose and to have access to safe abortion services.