

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:	Division:		
Deputy Director – Technical Support CO- Rank 2 OR ARO - A1	Programmes		
Location:	Responsible to:	Date	Remuneration p.a:
Nairobi /London – fixed term 1 year maternity cover	Operations Director	April 2020	US\$ 81,062

1. JOB PURPOSE

Describe why the job exists.

The post holder will be part of a team of highly skilled professionals leading a global consortium to deliver a large, multi-country, DFID-funded integrated Family Planning and Reproductive Health programme. IPPF's involvement in this global effort and hold primary responsibility for contact with DFID – The Department for International Development for technical project strategies and implementation. The role will support global consortium and national partners to achieve project goals and provide technical and programmatic support.

2. KEY TASKS

Describe the *main* activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.

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 Family Planning (FP) and Reproductive Health (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 FP/RH practices such as social enterprise, social marketing, mobile and outreach service, community based distribution and seconded providers.
3. Assist country teams 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 FP/RH thought leadership, analysing and using available evidence to design interventions, influence policy, funding and practice at country, regional and global levels.
5. Assist in the development, review and monitoring of detailed country implementation plans, specifically for the project, but also for other projects as needed.
6. Develop annual capacity building and technical assistance plans, including objectives by country and planned long distance and in-country technical assistance activities.
7. Review and assess project progress against stated deliverables helping IPPF country teams and consortium partners to identify, plan for and address implementation challenges of a technical nature.

8. Proactively communicate with the Project Director, Project Team In-Country Representatives and Regional Leadership to continually improved programming and problem solve challenges as they arise.
9. Assist with the development of a knowledge management strategy to support the establishment of channels and tools for disseminating information, best practice and results and global goods, internally and externally.
10. Contribute to programmatic reporting and provide project representation at stakeholder and donor meetings.
11. 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.
12. 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

3. RESPONSIBILITIES

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

Responsible for the recruitment and people management of the Technical Support Team, part of a multi-organisational technical team that will oversee implementation of the programme.

b) financial responsibilities carried out by the job holder.

Budget responsibility for the Technical Support elements of the project budget.

c) advisory responsibilities carried out by the job holder.

To advise the Project Director, Project team, CO and RO colleagues, and stakeholders, consortium partner leads, on the technical aspects of the project.

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

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

- Master's Degree in Public Health, Reproductive Health, Social Sciences, or other related areas.

5. PROVEN ABILITY

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

- At least Substantial experience in implementing FP/RH programmes, preferably in contraceptive and safe abortion service delivery projects.
- Experience of working on FP/RH programming in fragile states and conflict settings.
- Significant experience of leading, engaging and managing teams in multi-country areas and across different time zones.
- Demonstrated understanding of donor relations and reporting, especially with DFID, is essential.
- Experience managing or providing support to DFID funded initiatives essential.

6. SKILLS

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

- Excellent interpersonal skills with a proven ability to influence and negotiate.
- Excellent verbal and written communication skills, including sound technical and proposal writing skills.
- Strong leadership skills including the ability to effectively engage and manage a range of stakeholders.
- Excellent staff and team management skills – including global / virtual management.
- First rate 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, Portuguese or Arabic desirable.
- Excellent IT skills.

7. PERSONAL COMPETENCE

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

- Willing to travel internationally – about 60 days a year.
- Cultural sensitivity.