# JOB DESCRIPTION

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| **Job Title:** | | **Division:** | | |
| **Chief Medical Advisor** | | **Programme Delivery & Capacity Sharing** | | |
| **Location:** | **Responsible to:** | | **Date:** | **Rank:** |
| **London** | **Director, Programme Delivery & Capacity Sharing** | | **January 2021** | **1** |

**1. JOB PURPOSE**

Describe why the job exists.

The Chief Medical Advisor will provide medical leadership to IPPF, ensuring that a strategic, integrated approach to clinical governance, health systems strengthening and sexual and reproductive health service delivery maximises success in delivering on the outcomes and deliverables of the IPPF Strategic Framework and business plans. The role will provide strategic advice and direction to IPPF’s programmes and sexual and reproductive health service delivery, including global restricted funded projects and contribute to the generation, utilization of evidence on SRHR. The role, in collaboration with others and identify ways to incubate and advance existing technical capabilities within the Federation

**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. Design and Lead clinical governance efforts contributing to technical excellence and quality of care in the provision of SRH services across implementing MAs and IPPF more globally.
2. Provide expert clinical and technical guidance for the implementation of specific SRH programmes including restricted funded initiatives focusing on the delivery of integrated SRH; ensuring effective design, Member Association quality assurance monitoring, technical support, training of providers and reporting.
3. Lead and provide guidance on issues related to expanding access to SRH commodities and pharmacovigilance; including advising the IPPF medical abortion commodities database and registration and roll out of new products, and working with the Supply Chain Management Team on quality assurance in procurement.
4. Provide strategic leadership to shape and advance SRH and rights including innovative service delivery strategies and self-care in IPPF; and identify new funding opportunities and provide technical input into bid proposals as necessary.
5. Provide strategic input in the preparation of project reports and other deliverables (including but not limited to annual work plans and budgets, semi-annual and annual reports, financial reports, etc.).
6. Develop technical and clinical guidelines’ and work with IPPF International Medical Advisory Panel in preparing statements and reviews suitable for a wide range of audiences including MAs, technical staff, donors, media and others.
7. Map and ensure effective knowledge sharing and learning within IPPF; and that best practice is shared across the Secretariat and with MAs to inform systems, processes, programming and practice.
8. Contribute to technical data analysis and documentation including research & evidence generation ensuring dissemination of projects/programmes results internally and externally via a variety of channels including peer journals, best practice forums, meetings, and websites.
9. Manage IPPF’s relationship with key external partners including WHO and donor agencies, and represent IPPF at relevant global meetings, conferences, working groups and with external partners as required.
10. Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
11. 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.
12. 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.
13. Take collective responsibility for safeguarding
14. Undertake any other reasonable duties as may be requested from time to time.

**3. RESPONSIBILITIES**

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

Responsible for leading and managing staff in Central Office; and matrix manage staff across the Secretariat as required.

b) financial responsibilities carried out by the job holder.

Responsible for Medical leadership as part of Capacity Sharing budget (core and restricted).

Responsible jointly with other Secretariat teams for generating funding.

c) advisory responsibilities carried out by the job holder.

To advise DLT on trends, opportunities and strategies related to all clinical and programme related issues on sexual and reproductive health

To maintain contacts with the key global partners and donors, advising them on IPPF priorities.

**PERSON SPECIFICATION**

**4. EDUCATION & QUALIFICATIONS**

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

* Post graduate degree in public health/health related qualification. Clinical/medical background/training required.

**5. PROVEN ABILITY**

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

* Advanced application in providing sexual and reproductive health services, including safe abortion – much preferably gained in a developing country setting. Includes consistent application in comprehensive programme management. Clinical background essential
* Significant demonstrated political leadership and technical expertise in areas of sexual and reproductive health as it relates to programme design, strategies, and analysis of needs and gaps.
* Experience working with service providers and clinical facilities on provision of SRH services including safe abortion and / or contraceptive services.
* Experience of providing training and technical support to clinic staff and service providers, ranging from doctors to community health agents
* Experience of managing a multi country project desirable.
* Experience of gender and women’s issues.

**6. SKILLS**

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

* Excellent interpersonal skills. Ability to influence and persuade others.
* Strong leadership skills including the ability to effectively engage a range of stakeholders
* Excellent analytical skills including a strong understanding of quantitative and qualitative research.
* Excellent written communication skills required to write a variety of documents.
* Ability to work both independently and as part of a team (both internally and externally).
* Excellent time management skills to meet tight deadlines.
* Strong people management and interrelation skills – including global / virtual collaboration.
* Fluent English essential. French or Spanish desirable.
* Good Information Technology skills.

**7. PERSONAL COMPETENCE**

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

* Willing to travel internationally – approximately 45 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.