# JOB DESCRIPTION

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| **Job Title:** | | **Division:** | | |
| **Senior Technical Adviser, Research & Partnerships** | | **Programme Delivery & Capacity Sharing** | | |
| **Location:** | **Responsible to:** | | **Date:** | **Rank** |
| **London** | **Chief Medical Advisor** | | **September 2020** | **3** |

**1. JOB PURPOSE**

Describe why the job exists.

To develop, contribute to and coordinate research opportunities within IPPF. The role will identify emerging priorities within IPPF and in the global SRHR community to generate and collate evidence from programmes, including advocacy, disseminate study results and tools from partner organizations to inform IPPF programming and advance the body of evidence and technical expertise and wherever possible contributes to knowledge gaps in the sexual and reproductive health and rights sector. The role will develop and identify partnerships, advancing implementation research in IPPF and feeding into the development of external technical guidelines. The role will also contribute to funding opportunities through demonstrating evidence for investment decision making.

**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. Monitor and track global and regional developments and programmatic innovation relevant to sexual and reproductive health and rights globally and identify opportunities relevant to IPPF.
2. Undertake systematic and landscape reviews at periodic intervals to update evidence base on a range of SRH programme areas including strategies, implementation research and service provision with IPPF MAs and share at appropriate forums with external audiences.
3. With guidance and inputs from colleagues working on Capacity Sharing, lead the development, execution and evolution of IPPF’s strategy on research, including providing support to others within IPPF on areas of guidelines for evidence sharing, intellectual property rights.
4. Provide advice to IPPF and liaise with external and internal resources to ensure relevant and appropriate ethical approvals are in place for research conducted within IPPF.
5. In partnership with relevant IPPF colleagues, guide the implementation, delivery, and impact measurement of selected SRH interventions and strategies including advocacy, financing, integration with health systems and emerging models for care delivery.
6. Collaborate within IPPF, Member Associations and a range of external partners to improve the impact of SRH programmes and ensure efficient learning. This may include but not limited to: site visits, providing operational guidance, convening meetings of key partners, managing virtual networks to collate and synthesize evidence and other capacity sharing strategies.
7. In collaboration with the Strategic Funding team, generate new programmatic partnerships with donors and especially private foundations.
8. In partnership with the Health Information Management and Knowledge Sharing and Innovation teams across the Federation implement strategies to develop local demand and capacity for data collection, analysis, and use on SRH within IPPF.
9. Contribute to IPPF’s relationship with key external partners including WHO, other UN agencies and CSOs working in area of SRH, research organisations and donor agencies, and represent IPPF at relevant global meetings, conferences, working groups and with external partners as required.
10. Demonstrate excellent stewardship for IPPF values and principles, intellectual quickness, creativity, curiosity, discipline and resourcefulness.
11. Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
12. Build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
13. 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. Take collective responsibility for safeguarding
15. Undertake any other reasonable duties as may be requested by line manager from time to time.

**3. RESPONSIBILITIES**

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

No direct reports but needs to influence and work effectively with a range of staff from across all divisions. Collaborates with external partners and research consultants.

b) financial responsibilities carried out by the job holder.

No direct financial responsibility

c) advisory responsibilities carried out by the job holder.

The post holder advises external partners/consultants – specifically commissioned evaluators/researchers.

To advise the Chief Medical Advisor, Director, Programme Delivery and Capacity Sharing, Director General and relevant Regional Directors

**PERSON SPECIFICATION**

**4. EDUCATION & QUALIFICATIONS**

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

* Postgraduate degree to at least Masters level, or equivalent in the field of international development, data management or social sciences, including modules in statistical analysis, research methods and/or monitoring and evaluation.

**5. PROVEN ABILITY**

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

* In depth knowledge of sexual and reproductive health and rights
* Advanced application in evaluation and research/operational research, including experience of designing, writing, implementing and coordinating research studies
* Experience of managing multiple research projects simultaneously
* Track record of publishing on relevant topics in peer-reviewed journals
* Results driven and self-motivated­

**6. SKILLS**

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

* Skilled in a range of research and evaluation approaches (design, methodology), including training to increase research capacity.
* Excellent written and oral communication skills in positions requiring communication with a broad audience representing diverse cultures.
* Strong research and critical thinking skills as well as the ability to organize and synthesize information are required.
* In-depth analytical skills including analysis of both quantitative and qualitative data; advanced statistical analysis skills in at least one software program (quantitative or qualitative) desirable.
* Excellent computer skills with specific knowledge of databases, information systems, data analysis and presentation – for example, Excel, PowerPoint, Tableau, SPSS.
* Excellent writing skills for both research and communication purposes.
* Strong organizational and time management skills required to manage multiple projects simultaneously, and to meet tight deadlines.
* Ability to build a strong team culture and effectively encourage and direct staff (including cross-functional teams)
* Proactive and flexible nature with reliable follow-through and great attention to detail
* Tact and diplomacy in engaging with internal and external stakeholders
* Ability to work independently and in a team environment.
* Fluent English, knowledge of one other IPPF language (French/Spanish/Arabic) is desirable.

**7. PERSONAL COMPETENCE**

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

* Willingness to travel internationally – about 45 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.