

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
ACT NOW! Project Manager		External Relations Advocacy and Communication	
Location:	Responsible to:	Date:	Rank:
Nairobi, Addis or Dakar (depending on selected candidate's preference)	Lead Grants management, resource mobilization and donor relations	March 2021	B1

1. JOB PURPOSE

This postholder will be responsible for successfully managing an IPPF EC funded multi country project, *Breaking Barriers: Act Now for women and girls in forgotten crisis (ACT NOW!)*. The project aims to empower women and girls, specifically refugees, internally displaced persons, and returnees living in forgotten crisis settings. The project works in Cameroon, Chad, Mali and Sudan to assert SRHR and influence decision-making processes in an environment that is conducive for gender equality and elimination of all forms of sexual and gender-based violence (SGBV). The programme has a strong focus on strengthening the capacity of local civil society organizations (CSOs) in gender-based violence, to include coaching, mentoring, and peer to peer learning.

To ensure the efficient and effective management of the programmatic and financial delivery of the project.

To identify best practices and support the wider Federation to learn from the project

2. KEY TASKS

1. To have overall management responsibility for the successful delivery of the project implementation which includes grant management, reporting, donor compliance, project documentation, communication, monitoring and evaluation of project deliverables.
2. To manage and provide guidance to 4 project country coordinators across all stages of the project (in country project selection of CBOS, workplan development, implementation, capacity building, monitoring and evaluation).
3. To coordinate and hold regular meetings with the two consortium partners in the project.
4. To collaborate and coordinate with technical staff across the IPPF Secretariat for effective delivery of programme activities, including those working on gender, SGBV and humanitarian and quality of care work.
5. To ensure timely project delivery and completion by effective internal coordination with programme partners, CBOS and finance colleagues.
6. To maintain and regularly monitor a risk register on the programme to track the progress of the project and identify and manage risks to ensure delivery is on time.
7. To co-ordinate the preparation of programme related materials and publications for dissemination to internal and external audiences to promote awareness and lesson-learning.
8. To maintain regular communication with the EU Delegation, providing updates on progress of the project.
9. To ensure the results of the project are integrated in broader IPPF programmes.
10. To ensure that IPPF's policies such as safeguarding, and protection of children and vulnerable adults and gender equality are incorporated within the project.

11. To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
12. Prepare timely and high-quality yearly reports for the project and provide regular updates to IPPF and donor as and when required.
13. Support the work of IPPF Africa Regional Office, as requested by his/her supervisor.

3. RESPONSIBILITIES

- Undertake other responsibilities not outlined above which are commensurate with a role of this nature – including providing cover within the Team - and which have been discussed and agreed with your line manager.
- To uphold the values, ethics and culture of the organization and be an ambassador of the organization.
- Ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
- 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.

a) Staff responsibilities carried out by the job holder

The postholder will directly manage 4 project country coordinators and may supervise specific staff assigned to this project.

The postholder will be responsible for managing relations and deliverables with the two other consortium partners in the project.

b) Financial responsibilities carried by the job holder

The postholder will be responsible for monitoring the overall budget of the project.

The post holder provides input in reviewing/overseeing the financial planning and reporting of the entire project in close collaboration with Finance colleagues.

c) Advisory responsibilities carried out by the job holder

The post holder will manage all stages of the project cycle and implementation of the project. The post holder will advise Secretariat Management on progress related to the project and expenditure.

The post holder will advise teams from across Programmes, Finance, External Relations and Performance areas on progress in relation to the project activities.

The post holder will advise Monitoring and Evaluation staff on the most effective ways of capturing and disseminating the results and lessons learned from the implementation of the project .

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

- Post-graduate degree or equivalent in the relevant field (social sciences, public health, public/business administration, international development or similar relevant field).

5. PROVEN ABILITY

- Extensive proven experience, preferably with at least 6 years' experience, of working with international NGOs in donor-funded project management with technical and/or

operational issues related to public health, women's empowerment, poverty alleviation, or related issues.

- Advanced experience in the areas of designing, managing, implementing and monitoring restricted projects in Sub-Saharan Africa .
- Advanced application in SRHR and gender work – ideally gained in developing countries and/or in relation to working in humanitarian settings. Experience in GBV
- Experience of multi-site projects and working with multiple partners with strong program management skills.
- Experience managing projects funded by the European Union is strongly desirable.

6. SKILLS

- Excellent project management skills.
- Excellent project/programme monitoring and evaluation skills.
- Strong leadership skills including the ability to effectively engage a range of stakeholders
- Excellent staff and team management skills – including facilitation skills.
- Excellent interpersonal skills – articulate, tactful and diplomatic.
- Excellent written communication skills in English and French.
- Excellent organizational and time management skills to meet tight deadlines.
- Good budgeting and financial skills.
- Excellent IT skills – Word, Excel and PowerPoint.
- Solid experience working in international development preferably in humanitarian sector would be an asset.
- **Fluent in English and French, both oral and written, is essential.**
- Flexible/ team player with ability to work independently and as part of a team.

7. PERSONAL COMPETENCE

- Rights-based and gender-sensitive perspective.
- Understanding of development issues, especially Sexual and Reproductive Health and Rights.
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
- Discretion in handling confidential information.
- Willingness and availability to travel regularly to project countries or other countries in the region (subject to COVID-19 restrictions) as part of management of the European Union funded project.
- 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.