

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

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**JOB DESCRIPTION**

<b>Job Title:</b>		<b>Division:</b>	
<b>Adviser Caribbean</b>		<b>Americas and the Caribbean Regional Office (ACRO)</b>	
<b>Location:</b>	<b>Responsible to:</b>		<b>Date:</b>
<b>Port of Spain</b>	<b>Organisational Development and Governance (ODG) Manager</b>		<b>January 2020</b>

**1. JOB PURPOSE**

Describe why the job exists.

The job holder coordinates and provides overall support to the Member Associations to increase their impact and sustainability from a holistic understanding of their relevance, challenges and opportunities and the country contexts where they work.

The job holder provides and commissions direct support on organisational development and governance and refers specific needs to procure technical support on programming, external relations, advocacy, communications and quality of care and services from other teams in ACRO, the IPPF Secretariat, the wider Federation and external actors. The job holder nurtures an up-to-date strategic understanding of the Caribbean region.

**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.

- To develop and constantly update a deep and holistic understanding of the potential and gaps of assigned Member Associations in the Caribbean including leadership, governance, management, financial sustainability, contribution to the external environment, programming, quality of services.
- To cultivate relationships of trust and respect with MAs Executive Directors and staff, in order to identify specific needs to maximise their relevance, impact and sustainability.
- Act as a desk officer to assigned member associations.
- Based on the plans and the capabilities of each MA propose and deliver/co-ordinate targeted support and capacity sharing activities that support the MA in maximizing success and endure capacity.
- Keep oversight of and coordinate regional projects, programmes and initiatives that aim to advance SRHR for the most vulnerable and marginalized populations, using the most effective mix of delivery methodologies.
- Contribute to IPPF learning by documenting and sharing best practices, lessons and processes of capacity sharing and programming.

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- To scan the external environment in the Caribbean region and keep abreast of country developments to propose specific activities to identify opportunities to increase relevance of assigned Member Associations.
  - To support the change process of the Caribbean Family Planning Association (CFPA) in the collaboration with its Chief Executive Officer.
  - Support MAs on managing risks, contribute to a risk-management culture in ACRO and provide regular inputs to the ACRO risk register.
  - To co-create and implement individual overall capacity strengthening plans on technical and organisational areas with MAs to improve the fulfilment of their mission in collaboration with the ODG team and other ACRO teams.
  - To regularly advise the ACRO and Member Associations leadership on best ODG practices ensuring alignment with IPPF standards, strategies and policies.
  - To support the implementation of the MAs financial sustainability plans in collaboration with the Financial Sustainability adviser.
  - To provide accreditation follow up with MAs under the supervision of the ODG manager managing an efficient planning system, in collaboration to the Programmes and OD Assistant.
  - Assist MAs and the Financial Sustainability adviser on developing restricted grant proposals and management and reporting of regional restricted projects.
  - To coordinate the reviewing and support the implementation of Annual Programme Budgets (APB) reporting, evaluation and feedback from assigned Member Associations in collaboration with the programmes, operations and external relation ACRO teams.
  - To coordinate and foster South to South learning initiatives and activities among Member Associations in the Americas and the Caribbean region, across the Federation and with external partners.
  - Represent IPPF ACRO in various regional, IPPF Secretariat fora, nurturing new and existing external partnerships.
  - Fully integrate a gender equality -including Sexual Orientation and gender identity-, racial and ethnicity diversity approach in all IPPF ACRO activities.
  - Contribute to a working culture of equality, diversity, trust and excellence.
  - Embrace safeguarding and other internal policies and is compliant with their implementation.
  - To uphold the values, ethics and culture of IPPF and be an ambassador for the organisation.
  - Undertake any other reasonable duties that may be requested.

### 3. RESPONSIBILITIES

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

None

b) financial responsibilities carried out by the job holder.

None

c) advisory responsibilities carried out by the job holder.

This position coordinates the delivery of advice from other teams, advises MAs in Organisational Development and positioning, the ODG manager and the IPPF Secretariat.

## PERSON SPECIFICATION

### 4. EDUCATION & WORK EXPERIENCE

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

Post-graduate degree in relevant discipline or equivalent experience. Training on management, governance and/or business administration of non-for-profit organisations is highly desirable.

### 5. PROVEN ABILITY

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

- Minimum 5 years of professional experience providing OD advice to civil society organisations based in the Caribbean.
- Experience of managing country-level programmes.
- Experience of successful resource mobilisation from development to humanitarian donors is desirable.
- Experience of managing Civil Society Organisations from a leadership position is an asset.
- Highly competent in strategic management of non-profit organisations and solid business acumen.
- Successful experience of managing change.
- Sound knowledge of strategy implementation management including planning, budgeting and reporting.
- Understanding of political, cultural and socio-economic dynamics across the Americas and the Caribbean, particularly in the Caribbean.
- Understanding of SRHR and gender equality in the region is desirable.
- Proven experience of building sustainable multi-sectoral partnerships in the international development sector in the Americas and the Caribbean.
- Good understanding of the challenges and capacity strengthening needs of national organisations working in financial sustainability.
- Sound knowledge of planning, financial principles including budget tracking and management of annual budgets.
- Resource mobilisation experience is desirable.

## 6. SKILLS

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

- Outstanding interpersonal skills and diplomacy
- Strong business and numeric skills.
- Exceptional analytical, written and verbal communication, presentation and interpersonal skills including the ability to represent IPPF at the highest level.
- Impeccable attention to detail.
- Outstanding command of English and working knowledge of French is essential. Spanish is desirable.
- Excellent time management and organisational skills to meet pressing deadlines.
- Strong advocacy and negotiation skills.
- Strong group building and training & facilitation skills.
- Excellent networking and influencing skills.
- Outstanding IT skills.

## 4. COMPETENCIES

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

- Operates collaboratively at every level in the region including political, professional and grassroots environments.
- Healthy appetite for risk and innovation.
- An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike.
- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves particularly adolescents, youth, women and girls from the most left behind communities
- Integrity, sound judgement and ability to maintain confidentiality and a flexible personal style.
- Ability to listen to feedback and to respond and relate with respect, empathy and congruence.
- A positive approach to challenges with strong problem-solving, innovative and creative thinking competencies.
- Commitment to the multi-cultural and diverse environment in which IPPF operates.
- A true self-aware team-player with an aspirational and empowering and assertive approach to leading teams.
- Commitment to accountability and safeguarding and zero tolerance to discrimination on any grounds.
- Fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.

## 5. OTHER

- Previous work on international federations is a plus.
- Ability to travel internationally – about 50 days a year.