

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

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**JOB DESCRIPTION**

<b>Job Title:</b>		<b>Division:</b>	
<b>Director Programmes and Development</b>		<b>Americas and the Caribbean Regional Office (ACRO)</b>	
<b>Location:</b>	<b>Responsible to:</b>		<b>Date:</b>
<b>Bogota or Port of Spain</b>	<b>Regional Director</b>		<b>March 2020</b>

**1. JOB PURPOSE**

To lead the overall programmatic, service delivery and organisational development and governance approaches of IPPF in the Americas and the Caribbean by ensuring that support to Member Associations (MAs) is targeted, contextualised, optimally resourced and informed by evidence and learning, thereby enabling MAs to meet high standards, achieve their goals and deliver against the Strategic Framework of IPPF.

The job holder nurtures a holistic understanding of MAs needs, challenges and opportunities on organisational development and governance and responds to their specific needs focusing on MAs financial sustainability.

The post holder is a member of the senior management team (SMT) and will contribute to the overall management and leadership of the Regional office and ensure effective linkages between departments/units. They will engage with Programme Directors across the Secretariat leading on capacity sharing and overall programme delivery.

**2. KEY TASKS**

**PROGRAMMES**

- Responsible for the achievement of technically sound, impactful Programmes and services goals and targets in the region based on good practices and effective management to inform global strategies and initiatives.
- Leads the setup of policies, processes, systems and strategies to ensure building of robust, contemporary and accountable Member Associations at the country level to ensure their programmes and services are responsive to their clients, fostering learning between MAs, and the exchange of good practices with other regions and external organisations.
- As a member of the Senior Management Team, the post holder provides strategic programme oversight, aligning strategies and operational plans, shaping ACRO multi-annual and annual priorities in support of MAs and allocate organisational resources to most effectively and efficiently deliver the goals of the IPPF Strategic Framework.
- Drives a relevant learning and performance culture that informs direction and decision-making.

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- Drives resource mobilisation ensuring quality programmes and initiatives, nurturing relationships with donors and external partners.
  - Keeps an outward focus, remaining up to date with developments and trends in the sector, representing IPPF ACRO in relevant forums and nurturing new and existing partnerships at regional and global levels.
  - Leads on the development, coordination, implementation and assessment of the functions of the Programmes and services ensuring that learning, rights-based youth and gender is mainstreamed across and that humanitarian responses related to SRHR are an integral part of programmes in the region.
  - Supervises the IPPF Annual Programme Budgeting and planning process ensuring monitoring and evaluation systems and robust data and evidence that meaningfully informs the continuous improvement of high-quality and innovative programmes and services.
  - To ensure availability and dissemination of updated knowledge relating to current issues in connection with Sexual and Reproductive Health and Rights (SRHR) and development in the region and globally, so that MAs remain contemporary and responsive to people's needs.
  - Leads on the provision of technical guidance on systems, processes, innovation and technologies relating to restricted funded projects, organisational learning and evaluation, and knowledge management and capacity sharing across the globe and facilitate South to South collaboration.
  - Strategically engages in Secretariat-wide programme and technical discussions and working groups, bringing a regional perspective and ensuring cross-fertilization across the Secretariat and MAs ensuring ACRO aligns with IPPF policies, strategies and approaches and is accountable for high-quality delivery.

## **ORGANISATIONAL DEVELOPMENT**

- To develop a regional Organisational Development strategy with specific MAs plans, aimed to increase Member Associations' financial sustainability and good governance based upon the identification of capacity strengthening requirements in MAs in coordination with the IPPF Social Enterprise hub (located in Sri Lanka) and the Governance team at the London Office.
- To regularly advise the ACRO and Member Associations leadership on best ODG practices ensuring alignment with IPPF standards on governance and constitutional standards.
- To represent ACRO at technical meetings, seminars and/or conferences to keep abreast of new knowledge and best practices in Organisational Development, Governance and financial sustainability in IPPF and international communities of practice.
- To advise on the implementation of a transition strategy for the Caribbean Family Planning Association supporting its Chief Executive Officer.
- To contribute to the risk management plan of ACRO and a risk management culture among MAs.

- To supervise accreditation processes of Member Associations and the induction on governance and ODs across the region advising on conducting regular performance evaluation of governing bodies of ACRO MAs.
- To support the IPPF Nomination and Governance Committee on identifying good calibre candidates for governing bodies and committees.

## **OTHER**

- Empower and develop staff contributing 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 of the organisation.
- Undertake any other reasonable duties that may be requested.

## **3. RESPONSIBILITIES**

This post has four direct reports: Senior Adviser integrated service delivery, Performance, and learning Senior adviser, Americas adviser and Caribbean adviser

Responsible for the ACRO budget element related to programmes, services and organisational development and governance.

Member of the ACRO Senior Management Team.

## **PERSON SPECIFICATION**

### **4. EDUCATION & WORK EXPERIENCE**

Masters Degree in public health and/or services, social sciences, business or equivalent experience.

At least fifteen years' experience on programmes and development, five of them at the national level based in the Americas and the Caribbean.

### **5. PROVEN ABILITY**

- Thought leader on SRHR and gender equality programmes and services with solid technical competence and well-established international and regional connections in the Americas and the Caribbean, able to represent IPPF at all levels.
- Previous strategic leadership experience of leading programming and intersectional approaches in at least one of the following subjects: contraception, adolescent health, safe abortion, comprehensive sexuality education and/or gender based-violence.

- Previous work with at least one of the following groups is an asset: adolescents, indigenous groups, afro-descendants, migrants, sex workers, transgender people and LGBTIQ+, people living with disabilities and/or people living in poverty.
- In-depth experience project strategy implementation management including planning, financial principles including budget tracking and management of annual budgets.
- Solid experience as strategic international leader on SRHR and gender equality programming and / or international development including resource mobilisation.
- In-depth understanding of political, cultural and socio-economic dynamics across the Americas and the Caribbean and knowledge of its significance in the international context.
- Prior experience of managing a team of professionals able to inspire, empower and develop teams located remotely.
- Seasoned programme leader able to supervise large programmes across the region and to translating strategy into clear objectives and plans with a track record of using data strategically to improve quality and impact.
- Solid experience on governance, accreditation and/or institutional development and sustainability in the non-profit sector.
- Successful experience on managing change.
- In-depth understanding of the challenges and capacity strengthening needs of national organisations working in programming, service provision and advocacy.

## **6. SKILLS**

- Exceptional leadership and people management skills and including remote and matrix management.
- Excellent interpersonal and written communication skills with ability to interact with diverse groups, being tactful and diplomatic,
- Excellent networking and influencing skills with gravitas and representation skills at all levels.
- Strong negotiation skills and able to manage conflict.
- Strong business and political acumen.
- Exceptional analytical and written and verbal communication, presentation and interpersonal skills and ability to use MS Office.
- Outstanding command of English and Spanish is essential. French or Portuguese are desirable.
- Excellent time management and organisational skills to meet pressing deadlines.
- Strong advocacy and negotiation skills.
- Strong group building and training & facilitation skills.

## **4. COMPETENCIES**

- Healthy appetite for risk and innovation able to balance opportunity and risk.
- An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike
- Consensus builder, but who is willing to take difficult decisions when required.

- Flexible and solution-focused approach.
- Politically 'savvy', with an understanding of how to move agendas, internally and externally.
- Operates collaboratively at every level in the region including political, professional and grassroots environments.
- 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, 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 60 days a year.