

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

Terms of Reference

Title:	Division:
Programmes Administrator Intern	Programme Delivery & Capacity Sharing
Location:	Responsible to:
London	Programme Manager, restricted Funds Delivery & Compliance

1. PURPOSE

To support the Programme Delivery & Capacity Sharing division with the administration of multiple upcoming meetings and events, and to support the coordination specific projects related to the management of compliance on restricted-funded programmes, working closely with the Finance & Technology division.

2. KEY TASKS

1. To assist with planning and scheduling of meetings, events and webinars, including the launch of the Client-Centred Care Guidelines (CCCGs) and the convening of the International Medical Advisory Panel (IMAP), among others.
2. To provide logistical arrangements for meetings and events and support the effective delivery of these.
3. To undertake travel arrangements in line with policies and specific funding requirements (flight bookings, hotels, visas, transport arrangements) for programme monitoring visits and attendance at conferences and technical meetings, including for Reproductive Health Supplies Coalition (RHSC), Sexual Violence Research Initiative (SVRI), International Conference on Family Planning (ICFP) and International Federation of Abortion and Contraception Professionals (FIAPAC), among others.
4. To coordinate small institutional projects to support compliance management of specific donor requirements, particularly related to carbon emissions reporting and modern slavery.
5. To undertake payment processing, monitoring of budget expenditure, preparing budgets for events, etc. and liaising with the Finance & Technology division as necessary.
6. To undertake contractual and procurement processes for engaging consultants.
7. To collate and maintain effective documentation and records including tracking documents and correspondence and ensuring robust administrative systems are maintained across the administrative function.
8. To undertake any other reasonable duties as may be requested from time to time.

PERSON SPECIFICATION

3. EDUCATION & QUALIFICATIONS

- A Level or equivalent standard of education or specialised knowledge in related field

4. PROVEN ABILITY

Developed application in secretarial/administrative work

5. SKILLS

- Good communication and interpersonal skills. Tactful, diplomatic, level headed and flexible –remains calm and focused in testing situations.
- Must be an effective team player working across teams and divisions and undertaking varied roles within the administrative team.
- Excellent time management and organisational skills required to prioritise workload and deal with conflicting and challenging schedules. Attention to detail is essential.
- Good level of written English is required to draft occasional non-standard correspondence and reports.
- Good numerical and basic budgeting skills
- Excellent IT skills – Advanced Microsoft Word, Outlook (or equivalent) Excel, Internet, PowerPoint.
- Ability to take initiative and work independently.
- Good problem solving skills.
- Fluent English essential. Working knowledge of French and/or Spanish advantageous.

6. PERSONAL COMPETENCE

- Confidentiality.
- Cultural sensitivity
- Willing to work outside normal office hours (on occasion)
- Willing to travel internationally – up to 10 days each year.