Role Purpose:
This is an entry-level role that will coordinate information coming from global and regional initiatives and projects, with a particular focus on planning, risk, compliance and performance data, develop and maintain related data collection systems and processes and provide a continually updated picture of Secretariat and Member Association planning and delivery performance.

Context of Role:
IPPF has a clear focus on evidence-based programming and decision-making at all levels of the Federation. We therefore are required to have and maintain a depth of consistent information to support advocacy, service delivery and continuous learning.

At the global level, information will support programme and project planning, monitoring of performance, risk mitigation, compliance with requirements and financial utilization. The information gathered will provide an overall picture of each region and globally, and will support Member Association-facing and other roles as required. Stronger information systems will support our ability to manage the information captured and better use it.

Deliverables:
- Gather, collate and present information ensuring that established work plans and activities are delivered consistently and in accordance with requirements, standards and schedules.
- Consolidate and maintain documentation on, risk, performance and best practices to support programme improvement activities.
- Perform systematic analyses of Member and Secretariat business plans across defined sets of parameters.
- Support upgrading and design of data collection tools, processes and platforms, in collaboration with relevant Secretariat teams.
- Present data using power-BI maps, or other interactive data tools and platforms, and maintain these to ensure they are updated and accessible via internal communication channels and platforms, e.g. The MA Forum.
- Populate tracking/reporting platforms; and maintain guidance and resource tools that support programme planning, implementation, changes and enhancements.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Reporting/Management Responsibility:
- None

Skills/Expertise:
- Numerate with proven quantitative and qualitative data management skills.
- Experience in Microsoft Excel and Power BI is essential.
• Ability to interact with, train and present to diverse, multicultural and multilingual groups.
• Organisational and time management skills required to multitask and meet tight deadlines.
• Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
• Ability to communicate complex data and evidence to a general audience.

Your Ethos:

• Demonstrate an understanding of and commitment to safeguarding in a local and international context.
• Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
• An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
• Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of workers’ rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.