**Job Title Project Manager**

**Grade F**

**Reports to IPPF Arab World Regional Office (AWRO) & Humanitarian Team**

**Location Tunis or working remotely from countries that are close to GMT time zone**

**Role Purpose:**

* This role is to manage and coordinate the five IPPF Japan Supplementary Budget (JSB) projects to be implemented from February 2024 until January 2025 in Afghanistan, Palestine, Sudan, Ukraine and Yemen.
* The primary responsibility is to manage reporting and contractual obligations of the project working closely with the IPPF Member Associations (MAs) in the five countries above and in close collaboration with the IPPF Secretariat (Regional Offices in Arab World, European Network and South Asia, Humanitarian Hub, Global Communication, Global Donor Relations and Fundraising), and JOICFP. Key tasks include:

**Project Management**

* Develop the JSB Project Management work plan, budget and flow of funds for deployment to the Federation.
* Produce analysis and recommendations to improve compliance based on implementation adherence to agreed budgets, plans, and contractual obligations.
* Advise MAs on project compliance ensuring all project objectives are met.
* Develop high-quality project narrative and financial reports demonstrating the achievements and lessons learned for donors and IPPF.
* Advise and work together with IPPF colleagues on conducting project reviews and evaluations, resource mobilisation, advocacy and inclusion.

**Stakeholder Relations**

* Partner with all members of staff and contacts both within and outside the Federation, including Member Associations, JOICFP and other relevant stakeholders on the delivery of the project.
* Support the Donor Lead in the communication with the Government of Japan (GoJ) on all aspects of JSB projects.
* Advise IPPF Secretariat, MA colleagues and other stakeholders on the impact of changes to JSB project activities including adaptations that may need to be made to project plan implementation.
* Promote JSB and advocate for SRH services for crisis-affected populations in the project target participation at selected meetings, trainings, media events etc.
* Create publicity materials on JSB projects to be presented at national, regional and international fora in close collaboration with Donor Lead, Global Donor Relations and Fundraising.

**Technical Assistance**

* Provide advice to IPPF Secretariat and MA staff and volunteers on the implementation of JSB project activities in-line with IPPF and GoJ policy and procedures.
* Partner with the Impact advisor to align/adapt all project monitoring and evaluation processes with IPPF and GoJ requirements.
* Provide technical assistance to country programs to prepare and develop appropriate plans, budgets and quality reports to utilise JSB funding in line with IPPF and GoJ objectives.

**Context of Role**

The JSB Projects aim to ensure access to life-saving Sexual and Reproductive Health and Rights (SRHR) services for people affected by conflict and natural disasters in Afghanistan, Palestine, Sudan, Ukraine and Yemen to contribute to realize human security in each country.

**Deliverables**

* The JSB Project Management work plan, budget and flow of funds.
* Good working relation with the stakeholders including MAs, Secretariat and JOICFP as the basis of the work.
* Analysis and recommendations to improve compliance based on implementation adherence to agreed budgets, plans, and contractual obligations.
* Advice for MAs on project compliance ensuring all project objectives are met in timely manner.
* High-quality project narrative and financial reports demonstrating the achievements and lessons learned for donors and IPPF and its timely submission.
* Advice on conducting project reviews and evaluations, resource mobilisation, advocacy and inclusion.
* Financial and programme related Information of the JSB projects to support IPPF’s donor relation conducted by the Donor Lead, Global Donor Relations and Fundraisingon all aspects of JSB projects.
* Advice on the impact of changes to JSB project activities including adaptations that may need to be made to project plan implementation.
* Promote JSB and advocate for SRH services for crisis-affected populations in the project target participation at selected meetings, trainings, media events etc.
* Publicity materials on JSB projects to be presented at national, regional and international fora in close collaboration with Donor Lead, Global Donor Relations and Fundraising.

**Technical Assistance**

* Provide advice to IPPF Secretariat and Member Association staff and volunteers on the implementation of JSB project activities in-line with IPPF and GoJ policy and procedures.
* Partner with the Impact advisor to align/adapt all project monitoring and evaluation processes with IPPF and GoJ requirements.
* Provide technical assistance to country programs to prepare and develop appropriate plans, budgets and quality reports to utilise JSB funding in line with IPPF and GoJ objectives.

**Reporting/Management Responsibility**

* Reporting responsibility: The role will be reporting to AWRO & Humanitarian Team
* Management responsibility : n/a

**Expertise:**

* Postgraduate qualification in international development, public health or a related field.
* Advanced experience working in project management for international development or global health programs.
* Experience in managing multi-country projects with numerous stakeholders under rigorous deadlines (required).
* Experience working to donor government contract requirements, policies and guidelines (Government of Japan preferred; others considered).
* Experience working in fragile, conflict-affected and/or insecure environments.
* Practical knowledge and understanding of international humanitarian aid systems and agencies.
* Knowledge of sexual and reproductive health care (desired).
* Experience working in the 5 countries concerned, namely Afghanistan, Palestine, Sudan, Ukraine and Yemen and other countries in Arab World (desired)

**Skills**

* Written and spoken fluency in English (essential).
* Written and spoken fluency in Japanese and/or Arabic (desired).
* Advanced project management, analytical and problem solving skills, including the ability to think creatively and suggest alternatives.
* Strong organisational, administrative and time management skills.
* Strong written and verbal communications, including negotiation, influencing and cross-cultural skills.
* Proven relationship building skills and ability to work collaboratively and effectively in cross-cultural settings, and with a wide variety of organisations.
* Strong attention to detail and follow-up.
* Advanced computer literacy (Word, Excel, PowerPoint, Outlook, and Adobe).

**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.