

INTERNATIONAL PLANNED PARENTHOOD FEDERATION, ACRO

JOB DESCRIPTION

Job/Title	Project Manager
Division	Member Association Support & Development
Grade	\$70,000 - \$76,000.00 MXN per month
Location	Mexico City, Mexico
Responsible to	Architect of Cooperation Team Lead - Americas
Deadline	May 2024 - April 2025

About IPPF

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and a leading advocate for universal access to sexual and reproductive health and rights (SRHR) for all. We are a worldwide Federation of national organizations, referred to as Member Associations, working with and for communities and individuals in more than 140 countries. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

The overarching goal of IPPF's Americas and the Caribbean Regional Office (ACRO), with a regional office with two locations, one in Mexico City and the other one in Port of Spain, is to increase access to SRHR services to the most vulnerable youth, men, and women in the region. To reach this goal, ACRO works with local civil-society organizations, governments, and networks to expand political and financial commitments to SRHR in the Americas and the Caribbean. IPPF ACRO tackles the continent's growing SRH challenges through a current network of Member Associations and Collaborative Partners in over 24 countries across the region and growing in our movement building and service delivery capabilities, including comprehensive sexuality education, provision of contraceptive, safe abortion, maternal care and responding to humanitarian crisis.

At the heart of our mission is the provision of – and advocacy in support of – integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and crucially no matter how remote. Volunteerism is central to our healthcare delivery. It underpins the vital work of our members and their teams, whether through community outreach and distribution of contraceptive care or the Youth Networks championing change.

For more information, please see our [website](#) and latest [annual performance report](#).

Role Purpose:

We are seeking a skilled and dedicated Project Manager with technical expertise in comprehensive abortion care and contraception programming, to lead our projects. The Project Manager will be responsible for overseeing the implementation, coordination, and monitoring of activities aimed at achieving three key outcomes: 1) providing quality, person-centred abortion care through a range of care pathways, 2) championing an enabling social and policy environment for abortion access, and 3) strengthening local partners as thought leaders and technical experts on abortion care.

The Project Manager will oversee all aspects of project management, including financial reporting, project reporting, and contributing to the technical leadership of IPPF on SRHR in the Americas, including abortion care and contraception.

KEY RESPONSIBILITIES

Project Management:

- Ensure the achievement of the programme goals, objectives and outcomes, in compliance with donor requirements.
- Ensure effective and efficient management of the overall programme, in accordance with global best practice and standards, including the development of appropriate technical, operational, and financial guides/policies, workplans and budget templates that allow for efficient tracking of project progress.
- Ensure effective monitoring, evaluation, and reporting of project activities, achievements, financial reporting, and documentation of best practices and lessons learned.
- Develop, implement and adhere to project workplans, timelines, and budgets in collaboration with other ACRO and IPPF secretariat colleagues.
- Oversee compliance with the terms of IPPF's grant agreement and with IPPF's own internal policies and requirements.
- Review project narrative and financial reports from Member Associations and provide feedback to MAs.
- Prepare high quality project narrative and financial reports for donor submission working in close coordination with IPPF donor relations and fundraising team.
- Build and maintain relationships with project donors in collaboration with the relevant IPPF donor relationship manager, ensuring compliance with donor requirements and effective communication regarding project progress, outcomes and challenges.

KEY SKILLS / EXPERTISE

- Master's degree in a relevant field or similar working experience.
- Proven experience of at least 5 years in managing projects related to abortion care and advocacy.
- Strong understanding of the social, cultural, and policy context related to abortion in the Americas region.
- Experience in financial management, including budgeting, financial reporting, and donor compliance.
- Excellent project management skills, including planning, monitoring, and reporting on project activities.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders and foster partnerships.
- Fluency in Spanish and good working knowledge of English is essential.

Competencies:

PROFESSIONALISM: Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

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.