

Position Overview	
Title	Project Coordinator-Sudan
Location	Khartoum (Sudan)
Reporting to	Senior Programmes Manager
Status	Full-time
Grade	E

Background

The [International Planned Parenthood Federation \(IPPF\)](#) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 120 national organizations, referred to as Member Associations, working with and for communities and individuals. 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 SRHR services between 2016 and 2022.

Headquartered in Nairobi, Kenya, the overarching goal of [IPPF Africa Region \(IPPFAR\)](#) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPFAR tackles the continent's growing SRHRJ challenges through a network of Member Associations (MAs), strategic partners and volunteers in 38 countries. For more information, please read our 2023 profile (in [English](#) and [French](#)).

About WISH2:

WISH 2 (Women's Integrated Sexual Health) is one of three components of the overarching WISH Dividend programme that is being procured by the UK Foreign, Commonwealth, and Development Office (FCDO). This programme is central to delivering the UK's priorities on empowering women and girls as set out in the International Development Strategy, the UK's strategic approach to sub-Saharan Africa and the International Women and Girls Strategy.

WISH 2 will be divided into two geographic Lots. IPPFAR is planning on submitting a bid as prime for Lot 2 which covers Burundi, Ethiopia, Madagascar, Somalia, South Sudan, Sudan, and Zambia.

To implement and manage this project IPPFAR requires a talented, dynamic and diverse team with broad experience in implementing global family planning and sexual and reproductive health (FP/SRH) programmes, commercial/ financial management expertise, proven contract management, and the ability to deliver on donor requirements including through a payment by results approach.

Role Purpose:

The Project Coordinator is responsible for the implementation of WISH 2 activities in Sudan and reports to the IPPF Senior Programme Manager who is based at the IPPF Africa Regional Office (ARO) in Nairobi.

The Project Coordinator will coordinate the WISH2 project partners and stakeholder in-country (physical and remote) in the design and implementation of quarterly and annual work plans. The Project Coordinator will be responsible for the coordination of implementation of the program in the country between the different consortium partners and with important stakeholders such as government ministries, UNFPA, FCDO, and other agencies involved in the SRHR sector. Where possible, the Project Coordinator facilitates joint planning between the WISH Dividend partners, ensures consortium partners' work is aligned with the government policies and priorities.

The Project Coordinator will act as the focal point for communication with the UK Embassy in the country as well as key focal points within the Ministry of Health, and relay discussion with key hub team members as needed.

The Project coordinator will support on the programmatic and financial management of the project in collaboration with relevant IPPF Hub team members to ensure implementation of a performance by results efficient project and value for money spend according to the contract targets and donor compliance.

The Project Coordinator will support the operations of SFPA and other potential partners, facilitating activities, resolving and escalating problems, and acting as the interlocutor across all outputs of the WISH 2 programme.

The Project Coordinator will be responsible for facilitating in-country visits of the senior management team and other hub team members, FCDO field visits, and third-party monitoring visits.

Role Deliverables:

The Project Coordinator will be responsible for the following key tasks:

- Support SFPA and WISH2 partners in the design and implementation of quarterly and annual workplans. Understand the trade-offs partners are making through in-depth understanding of the situation on the ground.
- Act as a strong point of contact/ link between SFPA, AWRO and WISH Hub team at ARO ensuring strong positive relationships between the three offices building strong relationships with key stakeholders.
- To support the adherence to key financial controls for the project, including budgeting, reporting, forecasting, procurement policy, travel policy, bank reconciliations and treasury management, to ensure donor and contractual compliant project finance management.
- Foster accountability for the timely completion of work products including relevant narrative and financial reports as agreed in the workplan.
- Coordinate and chair periodic i.e., biweekly/ monthly/ quarterly meetings to facilitate coordination and planning of key activities.

- To coordinate with the Commercial Manager the oversight of all projects financial processes and transactions, including the disbursements of funds, verification and approval of financial reports and appropriate spot checks.
- To support and build capacity in administration, budgeting and monitoring of projects.
- Troubleshoot problem areas including technical, operational, financial, and administrative as well as sharing progress, achievement, success stories, challenges, feedback, tools etc. Escalate problems to the Senior Programme Manager accordingly.
- To oversee annual client, exit interview process working closely with the MERL team in the recruitment, selection and mobilization of enumerators, collection of data and required country approvals.
- Support and facilitate WISH Hub, donor, and Third-Party monitoring visits.
- Conduct field visit to a branch office to review and support programmatic/ financial management functions, as well as monitoring field activities.
- Support short term technical assistance visits from consultants and project visits by other staff from IPPF and consortium partners.
- Act as the focal point for FCDO UK Embassy staff and the Ministry of Health and other stakeholders in country.
- Ensure compliance of partners with IPPF policies and procedures including Fraud, safeguarding and Code of Conduct. Breaches in compliance should be immediately escalated to the Senior Programme Manager. Act as the safeguarding focal point in country.
- Act as the focal point for security and other duty of care arrangements.
- Undertake any other reasonable duties as may be required from time to time.
- To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance
- The candidate must demonstrate an understanding of and commitment to safeguarding in local and international context and demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding Policies

Key Experience and Skills

- At least 10 years' experience working in health or development programmes in Sudan country with preferred experience directly implementing SRHR/FP and health programmes.
- Excellent project management and coordination skills and experience, particularly with regards to programme quality assessment, financial management, risk management, and donor compliance, with a proven track record in these areas.
- Proven experience in coordination and liaison roles for projects implemented by multiple partners.
- Proven experience in managing partnership with government bodies such as Ministry of Health, Ministry of Gender and with donors such as FCDO.

- Proven ability to manage multiple, complex and often competing tasks/projects.
- Networking skills and relationship building skills, and excellent abilities to collaborate effectively with a wide range of stakeholders in a multi-partner consortium.
- Outstanding written and verbal communication skills.
- Experience working in matrix organizations.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Excellent project management skills including experience of reporting to donor agencies.
- Strong leadership skills including the ability to effectively engage a range of stakeholders.
- Excellent time management skills able to meet tight deadlines.
- Fluent English and Arabic essential. French an advantage.
- Excellent IT skills.

COMPETENCIES

PROFESSIONALISM: Knowledge of the work of IPPFARO in the field of Advocacy, communications, resource mobilisation, partnership building, SRHR and Human rights. Understanding the functions of intergovernmental bodies. Ability to develop communications strategy and messaging for digital campaigning and media events; Understand of media relations and development of media support; Experience in developing media support in Africa for difficult mandates including SRHR and Human rights; strong experience in writing filming and producing images, blogs and stories for SRHR and human rights. Shows pride in work and in achievements; demonstrates professional competence and mastery of IPPF mandate, particularly in the areas of advocacy, communications, public relations and partnership building. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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.

CREATIVITY: Actively seek to improve services; offer new and different options to meet unit's strategy; promote and persuade others to consider new ideas; take calculated risks – think “outside the box”; take an interest in new ideas; do not be bound by traditional approaches.

ASSESSMENT

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

HOW TO APPLY

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: wish2recruitment@ippf.org with the job position you are applying for as the subject of the email by **29 May 2024**. **Please note that IPPFAR will not consider applications that are not done in the requested format.**

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.

IPPF has been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF. These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).