

**Job Title** Senior Programme Manager: MA Development and Impact Division  
**Grade** F  
**Reports to** Dual reporting to Director, MA Development, and Impact & Head of Portfolio Management  
**Location** London, Nairobi, or similar time zone

**Role Purpose:**

The Senior Programme Manager is responsible for implementing an agreed-upon restricted global programme with Member Associations (MA) across three IPPF regions. They will provide management support, working closely with MA Support and Development Directors, Architects of Cooperation, and Global Leads, to oversee programme implementation, ensuring compliance with the annual work plans and donor requirements, proactively respond to programmatic risks, and coordinate cross-functional inputs required for the successful implementation of the programme.

**Context of Role:**

Ensuring Inclusive SRHR Delivery for Women, Girls, and Marginalized Communities (EmpowHER) is a six-year initiative with three key priority areas. These are: increasing access to quality, person-centered abortion care, empowering young people to act on their sexual and reproductive rights (SRR) by expanding access to Comprehensive Sexuality Education and promoting national political change and accountability on sexual and reproductive health (SRHR). This restricted-funded project will support IPPF's Strategy 2028 and donor commitments to advance the health and rights of women and girls in all their diversity around the world.

The programme has a particularly strong focus on sub-Saharan Africa.

**Deliverables:**

- Lead the implementation of the annual work plan and programme activities across the portfolio countries and intervention areas.
- Assess and continuously monitor the programme to ensure it reaches the milestones agreed with the donor and adheres to global best practice standards, taking necessary actions to mitigate risks.
- Submit quality-assured (narrative, financial, and programme management results framework) reports against key deliverables at intervals agreed with the donor, providing risk impact analysis and mitigations that may hinder KPI and compliance achievements.
- Adapt programme tools for Member Associations based on emerging changes/ways of thinking in programme and project delivery that enhance activity outputs.
- In collaboration with Global Leads and Architects of Cooperation, build a network of Member Associations and in-country programmatic subject matter experts to review lessons learned and promote cross-country working/thinking.
- Manage the programme's risk register and advise Member Associations on risk mitigation approaches pertaining to operational, financial, and administrative requirements.
- Assess programme and financial management, developing capacity building approaches to ensure activities are implemented as per the annual workplan and budget.

- Working in close collaboration with Global Leads and MA Support and Development Directors, coordinate country site visits to verify activities on the ground, ensuring efficient and effective work practices of Member Associations and between partners.
- Review all financial reports to ensure they meet the IPPF and donor requirements.
- Review country data reporting and distill information into suitable formats that meet the programme's wider reporting needs.
- Ensure the programme is implemented in line with donor compliance requirements.
- Support the internal steering committee mechanism, detailing areas of progress, risks and concern and providing solutions for action.
- Partner with the Performance Learning and Impact team to implement the programme's result framework.
- Plan stakeholder visits to portfolio countries that showcase the work and achievements of the programme on the ground.
- Contribute relevant insights and support to Global Leads and technical areas as needed.

#### **Reporting/Management Responsibility:**

- Direct line management of:
  - Monitoring, Evaluation and Learning Advisor, EmpowHER
  - Project Coordinator (temporary)

#### **Expertise:**

- Significant experience working in a global health or international development programmes.
- Significant experience in programme management with preferred experience working on SRHR/FP programmes in sub-Saharan Africa.
- Formal programme management qualification such as PMP, PRINCE2 or equivalent desirable.
- Knowledge and experience implementing good programme management practices.
- Experience of managing remote direct reports.
- A good understanding of restricted donor-funded programmes and donor compliance requirements.
- Experience working in matrix organisations. Excellent interpersonal skills with a proven ability to influence and negotiate.

#### **Skills:**

- Excellent verbal and written communication skills.
- Strong leadership skills, including the ability to effectively engage a range of stakeholders.
- Excellent staff and team management skills – including global/virtual management.
- First-rate quantitative and qualitative analytical skills.
- Excellent project management skills, including experience in reporting to donor agencies.
- Excellent budget management skills.
- Excellent time management skills, able to meet tight deadlines.
- Fluent English is essential. French, Spanish, Portuguese or Arabic are an advantage.
- Excellent IT skills.

## 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 welcomes applications from candidates with empathy for or lived experience of existing within a marginalised group.
- Leads with kindness and endless curiosity.

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.