

Job Title **Humanitarian Business Analyst**
Reports to **Project Advisor**
Location **Mexico or Nairobi**

The Organisation

The International Planned Parenthood Federation (IPPF) is a leading global service provider and advocate of sexual and reproductive health and rights for all. A federation of 152 Member Associations (MAs), IPPF works in 172 countries and maintains more than 45,000 service delivery points worldwide. IPPF aims to ensure that all people are free to make choices about their sexuality and well-being, in a world free of discrimination.

Context of the Role

The Global Humanitarian team ensure that IPPF provide support to IPPF's Member Associations (MAs) in their capacity and capability to respond to humanitarian settings in their countries focusing on collecting and analysing information in a systematic manner. The function of this role is to manage information coming from individual MA, partner and regional humanitarian initiatives/projects - including context, needs, challenges and strengths, and provide a continually updated picture of the common threads, in order to inform humanitarian programming, joint activity development, capacity building needs and inform GHT operational deliverables.

Under the Head of Humanitarian Operations, the role will report to the Project Advisor, Humanitarian Team and work closely with the global humanitarian team based in Fiji, Malaysia, Kenya, Belgium and United Kingdom. The post holder will also engage closely with the program, technical and operation staff across all the regional offices around the world.

Role Deliverables

- Gather, collate, analyse and present information ensuring that established work plans and regular support activities are delivered consistent with standards and schedules.
- Alert issues related to non-compliance with information guidelines or requirements and anticipate issues that may affect delivery against IPPF strategic objectives as a result.
- Consolidate and maintain documentation on performance, responses and best practices to support operational improvement activities.
- Keep tracking mechanisms updated, and maintain guidance and resource tools that support programme operational implementation, changes and enhancements.
- Develop and maintain dashboards, trackers, and visual summaries to support management oversight and donor reporting.
- Support the Performance and Learning Advisor with data management, monitoring, evaluation, and accountability for the projects.
- Review and edit reports and other documents with guidance from Program Managers and others, including emergency response proposals and reports, donor reports, presentations, guidance notes among others.
- Assist Program Managers in contract management, tracking and collection of deliverables, including drafting contracts, processing grant payments, and follow-up on progress.
- Support knowledge management for the Humanitarian Team including supporting increased operational knowledge sharing and facilitating learning among IPPF staff and Member Associations (MAs).
- Support in the Humanitarian Team platform and the Humanitarian Team's internal SharePoint filing system.
- Provide logistical and administrative assistance in the planning and execution of humanitarian programme workshops, meetings, and trainings
- Liaise with Member Associations (MA) and Regional Offices to support timely and accurate information flow.
- Undertake any additional tasks as assigned by the line manager, within the scope of the job description.

Reporting/Management Responsibility

- Reporting responsibility: The role will be reporting to the Project Advisor based in the UK
- Management responsibility: N/A
- Support the wider humanitarian responses and funding mechanisms to ensure a cohesive team dynamic across all responses leading to a strong holistic humanitarian programme design

Qualifications, Experience & Skills

- University qualification (required), and post graduate degree (desirable), preferably in international development, social sciences, statistics, public health, or other related field.
- At least 3 years of experience working for a non-governmental organisation. Preferably in humanitarian or development contexts.
- Exposure to humanitarian or disaster relief operational work (asset)
- Fluency in written and spoken **English and Spanish (essential)**, other IPPF languages (Arabic and French) (asset)
- Strong attention to detail and follow-up
- Good analytical and problem-solving skills
- Experience in donor reporting
- Experience in data management, monitor and evaluation and project performance
- Organizational and time management skills: the ability to multi-task, learn quickly, and work independently and in a team to meet deadlines
- Excellent interpersonal and communication skills: the ability to effectively liaise with diverse stakeholders in a multi-cultural environment
- Good computer skills: MS Word, Excel, and Power Point (required), experience in advanced Microsoft Excel and Power BI (desirable)
- Willing to travel up to 10% of the time
- Flexibility to work outside of normal working hours if required, given the global nature of our work
- Supportive of a woman's right to choose and to have access to safe abortion services.
- Demonstrate understanding of and commitment to safeguarding in local and international contexts.

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.