

**CALL FOR APPLICATIONS  
FOR IPPF HUMANITARIAN SURGE ROSTER**

**Background**

The frequency of humanitarian crises across the world and the number of people who are affected by them is increasing every year. IPPF recognises the rapidly changing context in which it is operating and that there are needs for Sexual and Reproductive Health (SRH) services in both ‘peace’ and ‘disaster/conflict’ time. There is also a growing trend towards localisation and organisations are increasingly considering how to strengthen ‘locally-led’ responses, closest to the needs. As one of IPPF’s key objectives in the 2016-2022 Strategic Framework and the 2018-2022 Humanitarian Strategy, the organisation is committed to increasing its capacity and capability to provide SRH services to vulnerable people during times of crisis.

Led by the Humanitarian Hub, the organisation is establishing a global Humanitarian Surge Roster as a tool to increase its ability to rapidly respond and scale its humanitarian response programmes. Members of the Humanitarian Surge Roster will be deployed within 72 hours to provide HR surge capacity to Member Associates (MAs) when humanitarian needs arise for a period of approximately two to four weeks at a time.

The Roster will initially focus on providing surge capacity for rapid onset emergencies and escalations in a protracted crisis with an aim to expand the support to a slow onset emergency and disaster preparedness over time.

**Eligibility**

This Call for Applications targets **IPPF employees** who are interested in being at the forefront of effecting positive change in the lives of people during humanitarian crises and meet all of the following requirements:

- Are IPPF Secretariat employees (The Roster has an ambition to be open to all employees across the IPPF movement in the future. See the attached FAQs for more information);
- Are willing and able to commit to being prepared to be deployed within 72 hours for a period of approximately two to four weeks, including to high-risk areas;
- Have a minimum six months’ service with IPPF with proven satisfactory performance;
- Have a minimum of two years’ experience working in humanitarian contexts in a relevant/similar role;
- Are in good mental and physical health; AND
- Demonstrate experience and competencies outlined on the attached Terms of Reference.

Diversity is important to IPPF. Female applicants, applicants of diverse gender identity and sexual orientation, and applicants from diverse home office regions are strongly encouraged to apply. The Humanitarian Hub aims to have an initial roster consisting of at least 10 women, 2 people of diverse gender identity and sexual orientation, 5 people from Africa RO, 5 from Middle East RO, and 2 each from SARO, ESEARO, and WHRO.

**How to apply**

The following Humanitarian Surge Roster roles are open for application:

<b>Leadership and Management</b>	<b>Programme Planning</b>	<b>Programme Operations</b>	<b>Support Services</b>
• Team Leader	• Head of Programme Planning	• Programme Manager	• Supply Chain Officer • Finance Officer

<ul style="list-style-type: none"> <li>• Communications Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Gender-Based Violence (GBV) Advisor</li> <li>• Sexual and Reproductive Health (SRH) Advisor</li> <li>• Gender and Inclusion Advisor</li> <li>• M&amp;E Manager / Coordinator</li> </ul>		
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Interested employees will express their interest by sending the below documents to the Humanitarian Hub via [FBuliruarua@ippf.org](mailto:FBuliruarua@ippf.org) :

- An application form (also attached), including approval from their line manager.
- A copy of comprehensive CV (not longer than four pages).
- The two most recent performance reviews (where available)
- A sample of a recent piece of work related to the position you are applying for

The deadline for submitting the application is **15 September, 2019**.

Please see the attached FAQs regarding this Call for Applications. If you have any further questions, please contact Filomena Buliruarua [FBuliruarua@ippf.org](mailto:FBuliruarua@ippf.org) . We aim to review and respond to all applications by 30<sup>th</sup> September 2019.

## Frequently Asked Questions (FAQs)

### **1. What are the benefits for me in becoming a Humanitarian Surge Roster member?**

Roster members have an opportunity to be on the frontline during a crisis response, providing immediate and potentially life-saving help to people in need. This is difficult but rewarding work and many people feel truly part of a force for good when they are on the ground delivering working with affected communities and delivering humanitarian assistance.

International deployments allow you to expand your horizon, learn different ways of doing things, interact with people from different cultures and backgrounds, and learn from MA staff. The international and humanitarian experience also adds to your personal development and career progression within and outside IPPF through enhancing your knowledge, skills, and capacity, and, subsequently, increasing your impact at your home office.

### **2. Why does this call for applications target only IPPF Secretariat employees?**

At this initial pilot stage of the Humanitarian Surge Roster, it is open to IPPF Secretariat employees. This will allow the necessary systems to be established and tested before the roster is opened up to other IPPF employees in the future.

Where there is no or limited capacity within IPPF to fill a Roster role, the Humanitarian Hub may explore partnerships with other organisations or providers to ensure that the Roster has the level of capacity it needs to deliver the organisation's commitment.

### **3. What is the selection process?**

The Humanitarian Hub HR will conduct an initial longlisting of applications to ensure that all eligible criteria are met. Shortlisting will be done by a review team created by the Hub and consisting of team members who represent the functions on the roster, have a good understanding of IPPF's ways of working, and are diverse in terms of gender and regions represented. A representative from HR will also be part of the review team.

The review team may arrange an interview with the applicants, arrange a call with the applicant's line manager, and/or request relevant technical experts for feedback. The review team will then consolidate information and make a final decision on the applications.

### **4. Why do I need approval from my line manager and senior management in my office?**

Humanitarian Surge Roster members are deployable within 72 hours. Your line manager's commitment to release you from your substantive (day-to-day) responsibilities is critical to achieving this timeframe. To enable the release, both of you will need to discuss and agree on a backfill plan in case you are deployed. In addition, it is important that your line manager understands and is supportive of learning and development opportunities which will increase your ability to be a member of the Roster.

### **5. What should I consider before submitting an application?**

Please carefully read the requirements outlined on the attached Terms of Reference and consider if you meet them. Your line manager can also help you to assess your readiness to express your interest and create a learning and development plan if you do not have the required qualifications and experience at this time.

There are many personal considerations when deciding to be a member of the Humanitarian Surge Roster. As a member of the Roster, you will need to be ready to leave within 72 hours at all times. In addition, working in a humanitarian response can be highly stressful and demanding. You may witness

human suffering, be without electricity or running water, sleep in very basic conditions, have to trek on foot into communities, work with people from diverse backgrounds, and not have communication with your family for long periods. You should consider your physical and mental fitness to endure long working hours and unfamiliar environments; and your willingness to deploy to different locations (including high risks locations). It is also helpful to discuss the interest with your family or loved ones to ensure their understanding and support when you are deployed.

Note that IPPF aims to recruit new members to the roster on an annual basis. If you do not feel ready to apply at this time, you may consider applying at a later date.