INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

**Job Title:**
Project Officer, Capacity Development

**Division:**
Sub-Regional Office for the Pacific (SROP), ESEAOR

**Location:**
Suva, FIJI

**Responsible to:**
Organization Development Manager (ODM)

1. **JOB PURPOSE**
Describe why the job exists

The Project Officer - Capacity Development will evaluate all areas of capacity development in both SROP and the MAs and develop recommendations for either improvement or change, particularly with regard to core-funded activities. This role will assist the Organizational Development Manager (ODM) to carry out MA capacity assessments and developing a plan of action from the findings. The Project Officer will also ensure that all core reporting and compliance requirements are completed on time and will support MAs to complete these. The role will be based in the Sub-Regional Office for the Pacific (SROP) but may require some travel to the Pacific Member Associations.

2. **KEY TASKS**
Please describe the main activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.

1. Ensure all compliance reporting (MAs and SROP) is completed on time and uploaded into IPPF’s PRISM system
2. Support implementation of MA accreditation processes, including logistics
3. Review the current Capacity Assessment tool and make recommendations to strengthen MA and SROP capacity
4. Assist in carrying out the in-country assessment of the MAs
5. Analyse and provide recommendation for capacity building needs
6. Monitor and track progress of MA training and capacity development plans
7. Contribute to development of materials for Capacity Development
8. Provide coaching and mentoring to selected personnel from the MAs
9. Facilitate in other capacity building initiatives as required by Director Programmes and Operations Pacific (DPOP) and Organizational Development Manager (ODM).

10. Monitor and evaluate the effectiveness of the Capacity building initiative

11. Any other related tasks requested by supervisor

3. EDUCATION & QUALIFICATIONS

Degree in social sciences or management or related field with at least 3 years of relevant experience with a development or health related agency. Proficiency in writing, communications, management and human relation skills.

4. PROVEN ABILITY

**Required**
At least 3 years working experiences in a similar position in any organization, preferably a civil society organization or Pacific development sector

**Highly regarded**
Regional experience in health sciences or related field
Capacity development experience

5. SKILLS

- High quality communication skills, both verbal and written.
- Skills in capacity development, including coaching and facilitation.
- Computer literacy.
- Fluency in English.
- Regional experience in the Pacific.
- Able to work cross-culturally.

6. PERSONAL COMPETENCE

- Able to discuss sensitive issues with empathy and consideration of different perspectives.
- Ability to identify priorities under pressure and to complete tasks effectively under pressure, meeting deadlines.
- Ability to maintain confidentiality
- Excellent time management and organization of work load.
- Must be able to work both independently and as part of a team.
- Commitment to ongoing learning and quality improvement.
- Able to take initiative.
- Reliable, self-motivated and flexible; able to respond to new opportunities
- Commitment to the aims of IPPF
- Supportive of a woman’s right to choose and to have access to safe abortion services.

Signed: ……………………… Date: ……………………………………