INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title: Senior Programme Officer (SPO)

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

Location: Suva, FIJI

Responsible to: Director, Programmes and Operations Pacific (DPOP)

1. JOB PURPOSE

Describe why the job exists

To lead technical oversight and ensure implementation of the Niu Vaka Pacific Strategy, including IPPF’s restricted Projects in the Pacific. Lead the development of the Integrated Annual Workplans for SROP and the Member Associations (MA), including review of targets and indicators. Ensure timely donor and internal reports (quarterly, six monthly and annual). Implement innovative systems to strengthen systematic delivery of SRHR services to the target population. Identify and improve performance issues and identify best practices. To provide technical support to the Pacific MAs as required for the efficient and effective planning, implementation, monitoring, supervision and reporting of all the MA restricted programmes. Build programme management capacity of the MAs.

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. Oversight implementation of the IPPF Niu Vaka Pacific Strategy (2019-2022) and assist MAs develop programmes and address issues in relation the strategy.
2. Review MA and SROP Integrated Annual Workplans (IAWP) and assist to improve quality of restricted project reports.
3. Monitor all programme reports (Annual reports, special reports, etc) and provide support as necessary. Select special programmes based on this monitoring and encourage, strengthen MAs data culture / management to document lessons learned and success stories including making programmatic informed decision making.
4. Ensure the MAs understand the importance and process of Programme Management and ensure that all programmes are written out with a results-based management framework, with proper and adequate indicators.
5. Provide support guidance to MAs in their compliance to all programme requirements, thereby undertaking MA Annual program performance assessment.
6. Provide guidance to MAs to identify their needs and develop plans to respond to their needs and needs of their country consistent with the priorities outlined in the Niu Vaka Pacific Strategy.
7. Assist MAs to understand and develop policies that are in line with IPPF policies and standards.
8. Undertake capacity building development activities for MAs in the area of programme management, planning, resource allocation and sustainability.
9. To keep updated of latest developments/techniques in the area of sexual reproductive health and rights (SRHR).
10. Responsible for all aspects of the MA (Management, Programme, and Finances with regard to restricted programmes) with assistance as required from the technical specialists.
11. To be available for consultation and assistance as and when needed.
12. To undertake any other duties assigned from time to time.

### 3. EDUCATION & QUALIFICATIONS

MA/Degree in health, social policy or management or related field with at least 5 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 five years working experiences in a similar position in any organization, preferably a civil society organization or small business.
- At least 3 years’ experience in Programme design, management, monitoring and evaluation and reporting of development programmes

**Highly regarded**
- Regional programme management experience
- Health programme management, especially SRHR

### 5. SKILLS

- High quality communication skills, both verbal and written.
- Skills in capacity development, including coaching and facilitation.
- Programme management skills, including design, implementation and monitoring and evaluation.
- 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: ……………………………