

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
AFRICA REGION (IPPFAR)**

JOB DESCRIPTION

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| Job Title: | | Department: | |
| Head of Department Strategy, Organizational Development and Governance | | Strategy and Organizational Development | |
| Location: | Responsible to: | Date: | Rank: |
| Nairobi | Regional Director | April 2021 | A1 |

1. JOB PURPOSE

The role of the Head of Department Strategy, Organizational Development and Governance is to be responsible for supporting the Regional Director in the development of IPPFAR's strategies, organizational development and governance policies; (General policy formulation is a function of policy makers – Board of Trustee) monitoring implementation thereof and compliance; and performance management. the Head of Department Strategy, Organizational Development and Governance serves also as the chief advisor to the Regional Director on organisational strategy, development and governance; operational policy and organisational performance matters; for the purpose of ensuring that through its record of performance with respect to the delivery of quality, efficient and effective services; IPPAR maintains its position as the leader in SRHR on the continent.

2. KEY TASKS.

PERSON SPECIFICATION

Under the general supervision of Regional Director, the Head of Department Strategy, Organizational Development and Governance, is responsible for leading and coordinating Organizational strategies and regional governance for IPPF Africa Region.

Strategy development

1. To work closely with the RD on the development of a strategy (ies); operational policies and procedures that enhance IPPF's operational effectiveness.
2. To ensure that Africa region has adequate strategies, policies, procedures and systems in place to sustain compliance with the governance and constitutional standards
3. To monitor implementation of the organisation's strategy(ies); compliance with policies, systems and procedures; rules and regulations in order to harness the synergy necessary for "delivering" at an optimal level of excellence.

4. To coordinate IPPFAR long-term strategic and oversee annual operational planning processes using the evidence-based approach in related decision-making processes.
5. To regularly and systematically scan the operating environment for threats and opportunities; keep abreast of new developments in the said environment; share and disseminate information on such developments; to ensure that IPPFAR stays afloat in an ever-increasing competitive environment.

Organization Development

1. To support the RD in leading processes aimed at the establishment of an accountability framework for IPPFAR ensuring that the framework is aligned to and is coherent with Federation-wide standards of organizational performance and accountability.
2. To provide leadership and direction in organisational performance and accountability matters (governance; accreditation; management; YAM and volunteering) and work closely with Technical Departments/Units responsible for the respective portfolios.
3. To provide leadership and direction in activities that enhances the organisation's knowledge base; expertise and skills (research; organisational learning; knowledge management and other capacity building initiatives).
4. To lead the development of strategies, procedure and mechanisms for recruitment of quality leadership members (board and executive directors) in Africa region ensuring professional capabilities and diversity are taken into consideration during renewal of organs
5. In consultation with relevant Departments/Units; review existing tools for monitoring organisational performance and accountability; lead process for their revision and/or the development of new ones; to ensure a coherent approach and uniformity in the pursuit of "results-based performance" to enable IPPFAR to realise the strategic goals.
6. To promote an organisational work culture of performing for results in which reports are primarily perceived as tools for monitoring self-performance; and they are timely produced and submitted to relevant stakeholders.
7. To represent IPPFARO at technical meetings, seminars and/or conferences to keep abreast of new knowledge and best practices in Organisational Development; Performance and Accountability in other IPPF regions; Academic institutions and/or international Development Communities of Practice.
8. To promote an organisational work culture of continuous learning; accountability and excellence in organisational performance.

Governance

1. To lead implementation of change management to allow Africa region to move toward effective governance structures and systems for good governance standards, procedures and practices in line with IPPF strategic directions.
2. To identify MAs governance capacity building requirements and develop appropriate strategies to address the capacity gaps
3. To promote culture of good governance structures and systems in the region and that Africa Region complies with the IPPF governance and constitutional standards
4. To support development of effective volunteer recruitment strategies ensuring professional capabilities and diversity during renewal of the governance organs
5. To carry out any other duties as shall from time to time be required by the supervisor.

The director of organizational development position is responsible for managing and supporting the assessment of organizational needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning of team members, particularly executives and emerging leaders.

1) Competencies

PROFESSIONALISM: The incumbent must have strong knowledge of strategic development and planning with solid background in environment scanning, policy development, assessment of organizational needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning of team members, particularly executives and emerging leaders. Demonstrates professional competence and mastery Strategy, Organizational Development and Governance; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

LEADERSHIP: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

JUDGEMENT/DECISION-MAKING: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes

a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

2) Education

An advanced university degree (Master's or higher) in Social and/or Economical Sciences/Business Administration and/or Organisational Development.

3) Work Experience

- A minimum of ten years management experience in a similar position in an NGO setting with five years at senior management level.
- Five or more years of experience working in organizational development in a large organizational or international NGO and/or functional business unit.
- Proven experience in the following disciplines: Strategy development; Organisational Development/organizational behavior; Governance and policy development.

4) Languages

English and French are the working languages of the ARO. For this post fluency in English and French or in English and Portuguese (both oral and written) is required.

5) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

6) Other requirements

Leadership and management

A deep insight into national, regional and international SRHR contexts and trends.

Good understanding of SRHR

Creativity and innovation

Excellent interpersonal skills.

Diplomatic skills

Skills in strategic planning and performance management

Excellent report writing and presentation skills

Computer literacy (Word, Excel, Power Point and other data analysis software)

Experience in working in a multicultural environment.

Willing to work outside standard office hours as required.

Willing to travel internationally – about 30 days a year.

Special Notice

- The duration of the appointment is subject to the availability of funds.
- An impeccable record for integrity and professional ethical standards is essential.
- The candidates will not be considered for employment if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by

force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

- IPPFARO places no restrictions on the eligibility of men and women to participate in any capacity.
- IPPF Africa Region Office is a non-smoking environment.