

JOB DESCRIPTION

Job Title:		Department:	
Peer to Peer support specialist, project management and programs		Strategy, Organizational Development and Governance	
Location:	Responsible to:	Date:	Rank:
Nairobi then Dakar	Head of Department Strategy, Organizational Development, and Governance	March 2021	C3

1. JOB PURPOSE

The role of the Peer-to-Peer support specialist project management and programs is responsible for supporting Africa Region member associations and IPPF ARO teams in ensuring compliance to programs and project management standards, best practices and donor requirements.

He/she plays a crucial role in ensuring that key stakeholders' reporting needs (internal and external) are met. The Peer-to-Peer support specialist project management and programs is also in charge of developing procedures, guidelines, and tools at the Africa Region level in alignment with national and international standards to enhance effective implementation of Sexual and Reproductive Health and Rights projects/programs in different contexts including humanitarian and conflict situations

The Peer-to-Peer support specialist project management and programs is responsible for upholding policies, principles, and best practices for project management and programs and to monitor project management and program standards to ensure that donor's expectations are met, and that sound management is applied in MAs.

2. KEY TASKS

PERSON SPECIFICATION

Under the general supervision of Head of Department Strategy, Organizational Development, and Governance, the incumbent is responsible for developing strategies and new approaches to develop peer to peer support among Mas in an efficient way. The post holder will also advise Member Associations (MAs), monitor project management's progress, ensure adequate program standards, support restricted and unrestricted projects and develop innovative approaches through peer-to-peer work.

Project Management and Programs

1. Ensure availability of project management tools and systems that feed up to date institutional results for planning and reporting for all Mas.
2. Support the implementation of effective MA systems and procedures to ensure that all required documentation necessary for project management are completed, accurate, and available on time.
3. Serve as the designated contact for IPPF ARO requirements for project management and programs best practices in member associations.
4. Lead the development and the coordination of the implementation of peer-to-peer support strategies on project and program management.
5. Promote, support, and facilitate peer to peer learning experience and sharing, including coaching and mentoring as part of organizational development and growth of MAs on projects and programs management.
6. Support the identification of ARO and MAs organizational /technical assistance (TA) needs, skills gaps, and skills available to enhance peer to peer support and support capacity building initiatives on project and programs management of MAs.
7. Ensure that MAs in the region can provide Technical Assistance on project management and programs, to their sister MAs in the region and worldwide, directly through MA-to-MA support or with centers of excellence.
8. Ensure that young people's rights and participation that are central to all SRHR programs, service delivery, advocacy, comprehensive sexuality education and policy making are upheld.
9. Develop and support regional strategies to transform MAs in the region to be technical assistance providers rather than MA technical assistance receivers.
10. Support the ARO and MAs efforts to mobilize resources for programs and long term programmatic, financial, and institutional sustainability in collaboration with External Relations and Communications Department.
11. Lead the implementation of project key metrics (quantitative and qualitative) with the support of the monitoring and evaluation team and under the guidance of the head of Department Strategy, Organizational Development, and Governance.
12. Work with other heads of department, project staff, and the peer-to-peer support specialist on financial oversight and risk to conduct regular and scheduled analysis, applying necessary corrective actions, and maintaining recordkeeping.
13. Identify and mitigate any potential risk related to project management and programs.
14. Advise, orient, train, and support IPPF ARO staff and Africa Region MAs and support them to perform their project management duties in compliance with IPPF policies, procedures, and donors' requirements.
15. Contribute to building donors trust and confidence in MAs in collaboration with External Relations and Communications Department.
16. Effectively manage sexual and reproductive health and rights programs and project management to support MAs.
17. Support MAs during the development of their strategic plan development and implement annual and multi-year plans, and related programs.

Compliance

18. Develop and implement policies, procedures, and practices designed to promote compliance with the requirements of IPPF in programs and project management.
19. Ensure African Mas compliance to IPPF and donor requirements and policies, best practices, and procedures.
20. Ensure compliance with the core functions of IPPF ARO in sexual and reproductive health program and project management: review project deliverables (budgets, reports, TORs, products, guidelines, policies, procedures, etc.); ensure quality and compliance with the agreed-upon terms and update the Senior Management Team accordingly.

21. Develop and roll out a training program on compliance.
22. Work closely with the safeguarding team to ensure skills development in of African Mas in this area of work.
23. Communicate the importance of programs and project management compliance to MAs' senior management and staff, including safeguarding principles.
24. Promote the reporting of compliance issues such as safeguarding issues, suspected fraud, and waste of resources.
25. Ensure MAs compliance with all reporting requirements for projects and programs, adherence to existing regulations, and detect compliance issues. Works closely with the department of external relations on these matters.
26. Promote and ensure a code of ethics and integrity within MAs project management and program initiatives.

Governance and organizational development

27. Identify MAs governance capacity gaps and needs; develop and implement appropriate interventions through a MAs Centric approach.
28. Develop peer-to-peer strategies and approaches for program and project management and train Mas to implement them .
29. Train training of Trainers in MA to develop sustainable expertise of Mas in this area of work.
30. Support the coordination of the peer-to-peer work, experience sharing and learning program of MAs on governance and related area.
31. Work closely with other Departments and Units in the promotion of sound leadership, management and governance to ensure well governed and well managed MAs and performing MAs.
32. Coordinate accreditation reviews of MAs and ensure quality control of the review process as well as organise peer to peer support in the accreditation process.
33. support the development of MA action plans in case of non-compliance and monitor the implementation of the post-accreditation action plan of the Member Associations.
34. Support in the development and review of MAs strategic and organizational development plans.
35. support MAs with institutional challenges through development and implementation of pre-emptive interventions.
36. Undertake any other duties as assigned by his/her supervisor.

1) Competencies

PROFESSIONALISM: The incumbent must have strong knowledge for good practices for Sexual and Reproductive Health and Rights programs and project management with solid background in assessing programs and project compliance to organizational policies, procedures and practices. Demonstrates professional competence and mastery assessment of sexual and reproductive health and rights programs and projects management compliance to international standards; 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.

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 following 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.

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.

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.

2) Education

An advanced university degree (Master's or higher) in Public Health, Business Administration, Economics, Social Sciences, Project Management, strategic planning or another related field.

3) Work Experience

Five years progressively responsible professional work experience at the national and/or international levels in Project Management, Public Health, Business Administration, Economics, Social Sciences in the field of Sexual and Reproductive Health and Rights. Experience of supporting capacity development in a membership organization, using peer to peer support mechanisms

4) Languages

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

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

- Experience identifying compliance requirements
- Good understanding of SRHR
- Excellent interpersonal skills.
- Strong organization and prioritization skills with the ability to handle multiple tasks
- Results-oriented
- Exhibits honesty and integrity
- Self-motivated, Self-directed
- Critical thinker
- Conflict resolution/problem-solving skills
- Team player/team builder/coach skills
- Competent working in a multicultural environment.
- Willing to work outside standard office hours as required.
- Willing to travel internationally – about 30 days a year.

