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| **Job Title** | **Division:** |
| Country Engagement Advisor, South East Asia | Asia Pacific Hub |
| **Responsible to:** | **Location:** | **Date:** |
| Managing Director, FP2030 | Kuala Lumpur |  |
| 1. **OVERVIEW**
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| Family Planning 2030 (FP2030) is a global partnership of governments, civil society, multilateral organizations, donors, private sector, and researchers committed to supporting the rights of women and girls who wish to use contraception. Our vision is a future where women and girls everywhere have the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development.Since our founding in 2012, much has been achieved, but more remains to be done. The global family planning community agreed that the gains of the last nine years should be sustained by extending this pivotal partnership. Through a global consultation, stakeholders from around the world provided their input on the future of family planning. Together, the community created a shared vision for 2030 that builds on progress achieved to date, adapts the partnership in response to the lessons of the first nine years and positions us to achieve the future women and girls around the world are asking for.The FP2030 Support Network will include five regional hubs: North, West and Central Africa; East and Southern Africa; Asia and the Pacific; and Latin America and the Caribbean, and North America and Europe, led by an Executive Director who reports to the Governing Board. Each hub will be headed by a Managing Director supported by a small team. The hubs will be hosted by NGOs in five cities where the hubs will be located. The creation of these regional hubs is the key element of FP2030’s new structure, which will be put in place in 2022.Each Managing Director reports to the FP2030 Executive Director who will lead the coordination and management of the Support Network. The Executive Director and the Managing Directors will work as an Executive Leadership Team to ensure that the vision and goals of the FP2030 partnership are fulfilled, and that momentum towards new commitments is maintained. IPPF-ESEAOR has been selected to host the FP2030 Asia Pacific Regional Hub beginning 2022.**Job Overview**The Country Engagement Advisor –South East Asia reports to the Managing Director of the Asia Pacific Regional Hub. This position is responsible for advancing engagement with a designated set of countries in the Hub region, including engaging with Focal Points, regional partners, and wider stakeholders at the country level to advance the goals of FP2030 and of the Asia Pacific Regional Hub. |
| 1. **WORKING RELATIONSHIPS**
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| Reporting to the Managing Director, the Country Engagement Advisor – South East Asia, will work closely with the rest of the Asia Pacific Hub team. They will also collaborate closely with FP2030’s Senior Manager, Regional Hub Coordination, located within the Executive Directorate. |
| 1. **MAJOR TASKS & RESPONSIBILITIES**
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| **Engagement with Country Partners and Stakeholders*** Under the leadership of the Managing Director, Asia Pacific Regional Hub, and in collaboration with regional country-based focal points and partners, the rest of the Hub team including the Country Engagement Advisor-Central Asia, will connect with staff throughout the Support Network as appropriate, provide strategic support for all designated countries in the region, including:
	+ Support FP2030 commitment-making countries in developing and advancing their FP2030 commitment-making process based on the commitment toolkit, country-specific analyses, and country requests.
	+ Support engagement with new countries and other key country partners in the region in order to secure political commitment to FP2030, as appropriate.
	+ Design and execute convenings (to include virtual and in-person convenings as appropriate) of focal points and country partners.
	+ Identify, communicate, and oversee focused areas of support in collaboration with broader Secretariat teams and external partners to advance progress in country commitments across key thematic areas, including data, adolescents and youth, rights, financing, High Impact Practices (HIPs) in FP, Emergency Preparedness and Resilience (EPR), FP integration.
	+ Contribute to country/regional sharing of best practices, lessons learned, and available tools, resources and up to date information across the designated countries.
	+ In cooperation with focal points, support evidence-based dialogue and deepened engagement with key national governments, policy makers and country-level partners in the designated countries.
	+ Coordinate with relevant external partners to proactively identify opportunities for collaboration with new and emerging partners to advance the commitment goals of designated countries.
	+ Review and provide feedback on country plans and strategies, as requested by the country focal points, in collaboration with regional and global partners if needed.
	+ Identify, develop, and amplify countries’ success stories and best practices through annual progress reports, newsletters, social media, and other channels in collaboration with country partners and with the Communications team.

**Program Management*** Provide support to deliver on cross-cutting FP2030 priorities in the designated countries, such as: promoting a rights-based approach to FP policy, programs, and service delivery; highlighting evidence, country data, and High Impact Practices (HIPS); ensuring programs reach and meet the needs of adolescents and young people and other marginalized groups such as those living with disability; and working with countries to build resilience plans for FP in times of crisis and displacement.
* Contribute to annual and quarterly work plans and budgets to provide value-added support to accelerate country progress in designated countries. Prepare regular work plan reviews and timely reports on progress/challenges.
* Liaise closely with the Data & Measurement and Track20 teams to monitor country progress towards achieving and fulfilling country commitments.
* Coordinate with the Senior Technical Lead, Advocacy, Accountability & Partnerships and with relevant staff supporting youth engagement and partnership, to ensure continued engagement of civil society and youth focal point networks in the region.
* Coordinate with the Senior Technical Lead, Advocacy, Accountability & Partnerships and with other relevant staff across the Support Network to ensure that country activities are deeply grounded in a rights-based approach and reflect FP2030’s approach to advocacy and accountability.
* Contribute to strategic thinking, planning, and organizational development for the Hub and across the FP2030 Support Network as appropriate.

**External Relations and Communications*** Contribute to high level engagement meetings by documenting progress and key challenges, and by drafting clear and concise executive summaries of countries achievements and challenges.
* In consultation with the Managing Director, manage regular meetings with key regional partners (e.g. UNFPA WCARO, USAID, FCDO, etc.) and participate in FP2030 external events, meetings and on task teams.
* In collaboration with the Managing Director, identify opportunities and events/conferences to highlight FP2030 and the accomplishments of the FP2030 movement, especially in the area of country achievements.
* In collaboration with the Communications team, identify and support development of communications opportunities and messaging that can be featured in regional communications as well as in global FP2030 communications such as the FP2030 newsletter, website/social media, and/or annual progress reports.
* Contribute to the analysis of data and the development of the FP2030 annual progress report on activities and performance.
* Collaborate with relevant FP2030 staff to develop content for internal and external communications for South East Asian countries in the Hub and for the Hub overall.
* Contribute to the drafting of relevant regional inputs to meet reporting requirements for donors and to FP2030’s fiduciary and Senior Leadership teams.
* Contribute to translation and localization of FP2030 products for Asia Pacific audiences including newsletters, briefs, webinars, announcements, and templates, collaborating with the Manager, Communications and the NAE Communications Team, making use of external translation support as appropriate.

**Other relevant duties*** Perform any other tasks assigned by the Line Manager
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| 1. **EDUCATION & QUALIFICATIONS**
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| ● Bachelor’s degree in public health, public policy, international development, business administration, economics, or other directly related field. ● Master’s degree preferred. |
| 1. **KNOWLEDGE, SKILLS AND ABILITIES**
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| * At least 5 years of professional experience in global health, family planning, reproductive health, international development, or a related field.
* Ability to think strategically and drive project implementation. Project management expertise with an ability to move projects forward from inception to implementation to completion.
* Prior experience working in one or more of the countries in this regional portfolio (see attached list of countries within this regional portfolio).
* Experience in working with multi-stakeholder partnerships including governments, donors, multi-lateral agencies, developing countries and civil society organizations.
* Proven record of coordinating development partners and managing effective mechanisms for monitoring and reporting at global, regional, and country levels.
* Continuous learning skills and the ability to synthesize information.
* Exceptional interpersonal skills and cultural competencies.
* Excellent writing, editing, communications, and research capabilities, with advanced knowledge of and proficiency in the MS Office Suite (OneNote, Word, Excel, Outlook, PowerPoint)
* Fluency in English essential. Fluency in French or another language a plus.
* Willingness to travel (up to 25% time) with the ability to represent the organization with professionalism, diplomacy and aplomb.
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| 1. **PERSONAL COMPETENCE**
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| • Politically astute with a good understanding of the bigger picture, culturally sensitive and diplomatic.• Enthusiastic and motivated about FP2030’s vision, mission and values. |

**Application**

Applications are particularly encouraged from women and from people with disabilities. FP2030 values equity-centred leadership and commits to furthering its racial and social justice values and commitments by integrating them into the organizational culture and weaving them into its global partnership work.

The above is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.