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| Job/Role Title | Architect of Cooperation |
| Division | MA Support & Development |
| Grade | F |
| Location | Regional |
| Responsible to | MA Support & Development Director |
| Date | February 2023 |

Role Purpose:

To support the growth and development of Member Associations (MAs) and Collaborative Partners (CPs). For this post, IPPF is looking for someone with expertise/experience in SRHR throughout the lifecycle, as MAs in countries with lowering fertilities in East and Southeast Asia are facing demographic transition that impacts the MAs. ESEAOR is also expected to be the thought leadership in this area. Knowledge, experience on strengthening health systems, self-care and DHI is a welcomed addition and feature for this role.

Context of role:

- Develop effective professional working relationships with up to 7 Member Associations/Collaborative Partners (Mongolia, DPRK, South Korea, China, Hong Kong, Vietnam, Philippines, Japan and Timor Leste)
- Network across the Regional and Global Secretariat team to access and deliver the best support to MAs/CPs by actively participating in and building on a global community of Architects of Cooperation (AoCs).
- Building an enabling environment to support free flow of information and contact and not merely acting as gate-keeper or bottleneck
- Role will be responsible for all MA contracting, programmatic and financial oversight.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Role Deliverables:

- Create and maintain country and MA/CP profiles that capture capabilities, capacities, country contexts, audiences, opposition and competitors in support of strategy development.
- Devise links between MAs/CPs/Centres of Expertise that promotes and enables networking, learning and capacity building.
- Advise MAs/CPs on accessing service delivery platform resources in support of operational outcomes.
- Adapt global tools and frameworks for MA/CP use that reflect changes in methodologies and general sectoral advancements.
- Partner with MAs/CPs to incorporate key donor requirements and learning into business planning cycles. This includes developing Business Plans, half-yearly reports and annual reports/updates.
- Disseminate key regional information, commentary and changes in the political landscape to colleagues, MAs and CPs in support of the wider SRHR political and social change agenda.
- Advise MAs/CPs on opportunities to work with each other that support their own outcomes, specialisations and areas of interest.
- Evaluate MAs/CPs against Performance, Learning & Impact metrics that support global SRHR commitments.
- Partner MAs through the accreditation exercises, documenting areas for improvement.
- Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework.

- Contract management for all unrestricted core funding and restricted project funding under US\$1million. This includes ensuring all deliverables (progress/financial reports) listed in the agreements are complied with and of high quality and that training on requirements is provided.
- Oversight/provision of incident co-ordination resulting from concerns raised on IPPF's SafeReport, when required.

Key Skills/Expertise:

- *Language requirements are included in the Regional AOC profile.*
- *Technical skill requirements are set out in the Regional AOC profile.*
- Has a track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings.
- Applies an understanding of political, economic, social, technical/technological, legal and environmental contexts in the region and affecting our sector.
- Ability to develop and encourage relationships whilst maintaining an objective perspective on performance.
- Strong influencing skills with the ability to be flexible and adapt.
- Demonstrable project management, planning and organisational skills.
- Analytical with the skill to interpret and distil information to communicate effectively (in writing or verbally) with a range of audiences.
- Experienced in preparing proposals and funding plans.
- Strong ability to read and understand financial/audit reports.
- Collaborative and works well with others, remotely and across geographies.
- Excellent information management and IT skills
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures
- Demonstrates an understanding of and commitment to safeguarding in local and international context.

Agree to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy

'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment'