

Job/Role Title	Director, Pacific Member Association Support & Development
Division	Member Association Support & Development
Grade	H
Location	Suva, Fiji
Responsible to	Regional Director, East and Southeast Asia and Oceania Region
Date	April 2023

Role Purpose:

To lead the integrated support, growth and development of Member Associations (MAs) and Collaborative Partners (CPs) in the Pacific Region, guided by IPPF's Pacific *Niu Vaka* Strategy, and collaborate pro-actively with other Regions and Global functions to leverage Federation wide impact.

Context of role:

- Leads the framing and development of the *Niu Vaka* Strategy¹, drives implementation and provides comprehensive support and oversight to Pacific MAs for its delivery
- Brings together and connects all MA facing work within the Pacific Region to ensure optimal support and services to MAs/CPs
- Provides an enabling environment to support the free flow of information, and develops mechanisms to enable knowledge sharing and direct access between MAs/CPs in the Pacific Region and other parts of the Federation
- Promotes MAs/CPs as the centres of excellence and leverages their technical expertise to support other MAs/CPs within the Federation
- Works as part of the Regional Senior Leadership Team to promote, develop, and grow the work of the Federation geographically, including supporting MAs through accreditation processes, ensuring compliance to standards, and exploring establishment and integration of new members and collaborative partners
- Works as part of the Global Secretariat Team and the Global Membership Support & Development Community of Practice to support delivery of the global secretariat agenda
- Acts as a key liaison and representative for IPPF in the Pacific with strategic partners and stakeholders, community networks, civil society, and institutional donors to IPPF in the Pacific, including DFAT and MFAT

Management reporting/responsibility:

- Architects of Cooperation (2)
- Business Analyst
- Performance, Learning & Impact Manager
- Youth Networker
- Contract Officer (UNFPA)

Role Deliverables:

- Create a framework for implementation of the Pacific *Niu Vaka* Strategy that builds a greater understanding and develops integration of MA/CP investments to widen access, expand choice, innovate and share knowledge, act with youth, and advance digital and self-care.
- Build an overall picture of MA/CP capabilities, capacities, country contexts, audiences and competition from country and MA/CP profiles to strategically connect organisations, activities and information both within the Pacific and across the broader Federation.
- Devise an integrated plan of activities driven by MAs/CPs to achieve tangible outcomes under the Pacific *Niu Vaka* Strategy, including providing support to MAs/CPs for capacity building, stronger governance, shared learning and facilitating connection across the Federation.

¹ This is a strategy focused on the Pacific Region which is nested under IPPF's global Strategic Framework "Come Together". Two of IPPF's institutional donors provide multi-year funding to support the delivery of this strategy.

- Create an MA/CP service delivery platform that provides funding and resource support for sustainability that meets Federation programmatic requirements, leverages opportunities and achieves programmatic and financial objectives. Assess quality controls for data integrity used to inform decision-making and ensure these meet IPPF quality standards.
- Facilitate the design and delivery of integrated programming and resource allocation of MAs/CPs by enabling their technical capacity development
- Oversee the delivery of restricted projects, monitor progress, ensure compliance with all required IPPF and donor requirements and standards, and ensure timely and quality reporting to donors for accountability and transparency.
- Identify and target new partners in priority countries in line with the Niu Vaka Strategy and support progress towards IPPF membership. Support MAs through the accreditation process for learning and organisational development.
- Cultivate donor relationships with bilateral, multilateral, and private sector partners. Leverage strategic partnerships to mobilise resources and development opportunities for MAs/CPs
- Build, lead, and mentor a diverse team with complementary technical expertise, skills, drive and determination into a seamless functional unit where people can perform at their best. Role model safeguarding, anti-racism and IPPF's code of conduct in everything they do.

Key Skills/Expertise:

- Demonstrated leadership in the effective design and delivery of multi-country/regional international development programmes. Experience in sexual reproductive health and rights preferred and experience in the Pacific Region essential
- Track record of co-constructing and implementing multi-faceted business plans/budgets in diverse geographic/cultural settings with good financial understanding and budget management skills
- Significant experience in effective resourcing and monitoring performance to ensure delivery of objectives
- Understands the political, economic, social, legal and environmental contexts affecting our sector in the Pacific Region and globally
- Understands the workings of national/local civil society organisations and how to encourage, influence, and incentivize their engagement with regional and global stakeholders
- Ability to scan the horizon to spot issues, leverage opportunities, mitigate risks, and build a learning environment with organisational resilience and the ability to adapt to changing circumstances with agility
- Evidence of good judgment and decision-making in dealing with challenging situations and management of escalated issues
- Open to new/others' ideas, with a collaborative approach and strong influencing skills
- Excellent written/verbal communication (English) and demonstrated capacity to build and maintain close, effective and trusted relationships internally and externally, preferably including working with donor countries/agencies
- Excellent team leader and developer with strong planning, organising and knowledge sharing skills
- Strong monitoring and evaluation skills

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