

Job/Role Title	Architect of Cooperation (Humanitarian) Pacific
Division	Membership Support & Development
Grade	F
Location	Sub-Regional Office of the Pacific Suva, Fiji
Responsible to	Membership Support & Development Director, Pacific (with a dotted line to the Humanitarian Deputy Director)
Date	October 2023

Role Purpose: To support the growth and development of Member Associations (MAs) and Collaborative Partners (CPs).

Context of role:

- Develop effective professional working relationships with up to 5 Member Associations/Collaborative Partners
- 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 (not acting as a gatekeeper or bottleneck)
- Role will be responsible for MA contracting, programmatic and financial oversight in collaboration with the Humanitarian Program Advisor (for Humanitarian programs/projects).
- Ensuring the continuity of Sexual and Reproductive Health and Rights (SRHR) to all people in times of crisis by building institutional capacities of MAs operating in humanitarian prone-contexts to provide life-saving SRH services at the onset of humanitarian crises.
- Collaborate closely with other colleagues across the IPPF Secretariat and Federation including other members of the global humanitarian team, technical, strategic partnerships and program teams to ensure the sound design, development and delivery of humanitarian programs, and smooth transition between stable times, emergencies and back to stable times.

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.
- 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.
- Support MAs in leveraging timely, efficient, and life-saving responses by advising, promoting and providing guidance on IPPF's Emergency Activation System, the IPPF Emergency Response Fund (Stream3), Global Surge Roster and relevant humanitarian policies, procedures, standards, technical tools and systems. Provide programmatic and strategic support to MAs in the preparation, implementation and monitoring of humanitarian programme in collaboration with the Humanitarian Program Advisor.

- Facilitate resource mobilization in support of response efforts, including through assistance to MAs to access humanitarian pooled funds, the UN CERF and other relevant mechanisms for ongoing and new and/or emerging emergencies in the region in collaboration with the Humanitarian team.
- Actively participate as a member of the Global Humanitarian Team, to ensure alignment with global strategic initiatives, advocacy priorities and technical approaches related to humanitarian.

Key Skills/Expertise:

- Has a track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings in the region.
- Demonstrated relevant work experience in the Pacific region.
- Technical knowledge of SRHR, gender and rights in humanitarian contexts, and previous experience working on humanitarian programmes and/or with a humanitarian organization would be beneficial.
- 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.
- Demonstrable project management and organisational skills.
- Analytical with the skill to interpret and distil information for sharing with a range of audiences.
- Experienced in preparing proposals and funding plans.
- Collaborative and works well with others.
- Sound knowledge management experience
- Understands requirements of Safeguarding, acting as a role model for safeguarding people and assets
- Fluency in Written and verbal English required, knowledge of one or more Pacific languages desirable.

