



INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title	RESPOND PROGRAMME LEAD
Division	MA Support and Development ESEAOR
Responsible to	Director, MA Support and Development ESEAOR and SARO
Location	Kuala Lumpur
Date	
Job Purpose	<p>Overview of the engagement</p> <p>IPPF is seeking an experienced Programme Manager to work side by side with colleagues in the MA Support and Development to support IPPF Member Associations in building their capacity for delivering quality SRHR information and services in the communities they serve.</p> <p>The primary responsibility of the Programme Lead is to manage an exciting new multi country programme funded by the Australian Government, Responding with Essential SRHR Provision and New Delivery Mechanisms (RESPOND). The overall goal of the multi-country programme is to improve SRH systems and service provision, along with creating an enabling environment for SRHR through policy, advocacy, and evidence generation. The programme will result in higher uptake of quality and equitable SRHR services by the most vulnerable. Building upon the achievement of the first phase of the RESPOND program (2021-2024), activities delivered under RESPOND Phase II will secure ongoing access to high-quality and equitable SRH services with an increase focus on reaching marginalized and underserved groups in program countries (Cambodia, Laos, Myanmar, Philippines, Timor-Leste, and Vietnam). Phase II of the programme will also include an increased focus on advocacy activities to strengthen the enabling environment in support of universal, equitable SRHR. The first phase of RESPOND Program (2021 to 2024), delivered in partnership by International Planned Parenthood Federation (IPPF) and MSI Reproductive Choices (MSI), has worked to address the urgent unmet need for SRH and FP services and information for populations affected by the COVID-19 pandemic, across 22 countries in the Asia Pacific.</p>

	<ul style="list-style-type: none"> • Responsible for successfully managing and ensure implementation of an IPPF funded multi country project, working closely with IPPF Secretariat staff in two regions and Member Associations in 5 countries. • Provide technical advice and support in the formulation and monitoring of SRHR policies and innovative programme approaches that support comprehensive service delivery and demonstrate impact. • Lead the development of the Annual Workplans and the Member Associations (MA). • Management and development of the technical programme team members. • Ensure timely donor and internal reports (quarterly, six monthly and annual). • Review current project management systems and make recommendations to strengthen systematic delivery of SRHR services to the target population. • Identify and improve performance issues and identify best practices within the team. • Support the Director, MA Support and Development in maintaining good communication and rapport with the MAs, consortium partner, and donor.
<p>Key Tasks and Responsibilities</p>	<ol style="list-style-type: none"> 1. Overall management responsibility for the project's successful implementation, including grant management, reporting, donor compliance, project documentation, communication, monitoring, and evaluation of project deliverables. 2. Collaborate and coordinate with technical staff across the IPPF Secretariat for the effective delivery of programme activities. 3. Ensure timely project delivery and completion by effective internal coordination. 4. Review Annual Workplans and assist in improving quality of the restricted programme. 5. Monitor all programme reports (Annual reports, special reports, etc) and other deliverables and provide support to the programme team as necessary. 6. Responsible for all aspects of the MA (Management, Programme, and Finances with regard to the programme) with assistance as required from the technical specialists and direct team. 7. Provide support guidance to staff to assist MAs in their compliance to all programme requirements, thereby undertaking MA Annual program performance assessment. 8. Provide guidance to MAs to identify their needs and develop plans to respond to their needs and needs of their country consistent with the priorities outlined. 9. Prepare timely and high-quality biannual reports of the programme and provide regular updates to IPPF and donor as and when required.

	<ol style="list-style-type: none"> 10. Maintain and regularly monitor a risk register on the programme to track the progress of the project and identify and manage risks to ensure delivery is on time. 11. Coordinate the preparation of programme related materials and publications for dissemination to internal and external audiences to promote awareness and lesson-learning. 12. Maintain regular communication with IPPF donor lead and provide updates on progress of the project with the donor. 13. Ensure the results of the project are integrated in broader IPPF programmes. 14. Ensure that IPPF’s policies such as safeguarding, and protection of children and vulnerable adults and gender equality are incorporated within the programme. 15. Build and maintain positive relationships with all members of staff, and contacts within and outside the Federation. 16. Ensure IPPF’s service delivery related policies and strategies, clinical governance and quality assurance system are strengthened. 17. Provide technical support to MAs in the implementation of IPPF’s Integrated Package of essential Services (IPES) and also new areas of service delivery such as self-care management. 18. Review, research and prepare briefing sheets, background papers and technical tools and guidelines relating to comprehensive service delivery and sexual and reproductive health rights and services. 19. Keep updated of the latest developments/techniques in the area of sexual reproductive health and rights (SRHR). 20. Available for consultation and assistance as and when needed. 21. Undertake any other duties assigned from time to time.
<p>KNOWLEDGE, SKILLS AND ABILITIES</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • At least six (6) years of working experience in a similar position with international NGOs in donor-funded project management with technical and/or operational issues related to public health, women’s empowerment, poverty alleviation, or related issues. • At least five (5) years’ experience in Programme design, management, monitoring and evaluation and reporting of development programmes. • Excellent project management experience of multi-country programmes. <p>HIGHLY REGARDED</p> <ul style="list-style-type: none"> • High multi-country programme management, especially SRHR. • Leadership expertise. • Project management capacity building. • Project design expertise, preferably for international health programmes. • Experience managing restricted projects funded by DFAT is strongly desirable.

	<p>SKILLS</p> <ul style="list-style-type: none"> • High quality communication skills, both verbal and written. • Skills in capacity development, including coaching and facilitation. • Multi-country programme management skills, including design, implementation and monitoring and evaluation. • Staff and team management. • Computer literacy. • Fluency in English both oral and written, is essential. • Regional experience in the South and Southeast Asia regions. • Able to work cross-culturally.
<p>PERSONAL COMPETENCE</p>	<ul style="list-style-type: none"> • Able to discuss sensitive issues with empathy and consideration of different perspectives. • Ability to identify priorities under pressure and to complete tasks effectively under pressure, meeting deadlines. • Ability to maintain confidentiality. • Excellent time management and organization of workload. • Must be able to work both independently and as part of a team. • Commitment to ongoing learning and quality improvement. • Able to take initiative. • Reliable, self-motivated and flexible; able to respond to new opportunities • Commitment to the aims of IPPF. • Understanding of, and a commitment to, safeguarding including child protection, in a local and international context. • Supportive of a woman's right to choose and to have access to safe abortion services.

Applications must be submitted in **English and by CV and application form.**

Completed applications should be emailed to **pali@ippf.org** stating the job title in the subject header of your email and where you saw the vacancy advertised. **We regret only shortlisted candidates will be acknowledged.**

Closing date: 18 August 2024

Applications are particularly encouraged from candidates openly living with HIV. IPPF is committed to equal opportunities and cultural diversity. Candidates from all sections of the community are welcome to apply.