

INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title:	Division:		
Humanitarian Operations & Finance Support Officer	Humanitarian		
Responsible to:	Location:	Date:	Grade:
Business Analyst (dotted line to ESEAOR Head of Corporate Service)	Kuala Lumpur	Feb 2025	C
1. JOB PURPOSE			
<p>Overview of the engagement</p> <p>The Operations & Finance Support Officer provides operational and financial support to the global IPPF humanitarian programme. The Humanitarian programme is a global, multi-donor initiative focused on supporting IPPF Member Associations (MAs) to deliver sexual and reproductive health services in emergencies.</p> <p>The primary responsibility of the Operations & Finance Support Officer, Humanitarian is to support a global portfolio that includes restricted funds and core funds spanning across IPPF's six regions. The largest multi-year humanitarian programme, SPRINT, is funded by the Australian Government (DFAT) and includes 14 countries in East, South-East Asia and Oceania Region (ESEAOR), South Asia Region (SAR) and Arab World Region (AWR).</p> <p>The Operations & Finance Support Officer, Humanitarian will support the successful implementation and streamlining of IPPF humanitarian programme in terms of operations for preparedness and humanitarian response. This will include providing operational and logistical support for procurements and in-person and virtual meetings and trainings in coordination with relevant member associations (MAs), regional offices (ROs) and Central Office (CO). The postholder will primarily report to the Humanitarian Business Analyst, with a dotted reporting line to the Director of Corporate Service, ESEAOR.</p>			
2. KEY TASKS & RESPONSIBILITIES			
<p>Operations:</p> <ul style="list-style-type: none"> • Lead in the organization of virtual and in-person meetings/workshops/training sessions, as well as the travel arrangement for the global humanitarian team members, and other relevant personnel for the Humanitarian program activities in coordination with relevant MAs, and regional offices. • Support the recruitment, contracting and orientation of required personnel (staff, consultants, interns etc.) for the Humanitarian program, for timely deployment and timely delivery of program activities. • Build relationships with operations teams across all regions of the IPPF secretariat to streamline and accelerate processes for more timely humanitarian action. • Support and liaise with the Donor Reporting Accountant, supply chain team, and Global Humanitarian Team members with procurement and contracts for goods and services related to the Humanitarian program. 			

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- To maintain IPPF's Standard Operation Procedures ensuring that they are serving as an accurate guide to actual procedures.
- To support the global humanitarian team to develop and maintain a strong knowledge management and data systems structure
- To undertake such other reasonable duties as may be requested from time to time.

Finance :

- To ensure the smooth implementation and settlement of all financial transaction.
- To ensure the timely recording and settlement of Travel Advances, Consultancy Fees and service contract payments
- To maintain IPPF's Standard Operation Procedures ensuring that they are serving as an accurate guide to actual procedures.
- Participate in the day-to-day financial transactions including invoicing, payments and other related transactions.
- Operations & Finance Support Officer serves as the link between the team and operations. Ensure humanitarian team members get the necessary financial and operation support.

RESPONSIBILITIES

a) Staff responsibilities carried out by the job holder.

No managerial responsibilities

b) Financial responsibilities carried out by the job holder.

No direct budget responsibility

c) Advisory responsibilities carried out by the job holder.

Guidance to Global Humanitarian Team, regional offices and MAs on humanitarian operations, including procurement, logistics and liaising with other operation team members.

3. EDUCATION & QUALIFICATIONS

- Degree or equivalent standard of education (relevant degree, desirable)
- Evidence of professional development particularly in business skills and management desirable.

4. KNOWLEDGE, SKILLS AND ABILITIES

- At least 2-4 years of work experience in relevant areas such as administration, logistics, and finance
- Experience of budget management, essential
- Experience in organizing international meetings and training sessions (in-person and virtual) as well as making travel arrangements (domestic and international).
- Previous not-for-profit experience desirable
- Experience of donor-funded projects/programs in NGO settings, desirable.
- Experience or familiarity with humanitarian work, an added advantage.
- International experience or exposure to international working environment desirable.

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- Strong IT skills (including spreadsheet applications, especially Microsoft Word, Excel, PowerPoint, and Office)
- Excellent interpersonal skills and an ability to work effectively with people from different countries and cultures
- Strong verbal communication skills required to communicate with different stakeholders from different countries
- Attention to details and excellent organizational skills
- Ability to work independently as well as in a team
- Ability to proactively solve problems
- Fluent English (verbal and written)
- Knowledge in other languages used in the region and/or IPPF (i.e., local languages used in Malaysia and/or Asia Pacific region, French, Spanish, and/or Arabic) highly desirable.

5. PERSONAL COMPETENCE

- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates
- Discretion in handling confidential information
- Willingness to travel within the country as well as internationally
- Willingness and flexibility to work beyond normal office hours when necessary
- Understanding or interest in rights-based and gender-sensitive perspective
- Understanding or interest in development/humanitarian issues, especially Sexual and Reproductive Health and Rights
- Understanding of and a commitment to safeguarding children, young people and vulnerable populations, 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 and we regret only shortlisted candidates will be acknowledged.

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.