

# INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

## JOB DESCRIPTION

<b>Job Title:</b>		<b>Division:</b>	
Restricted Programs Coordinator Consultant		ESEAOR MA Support and Development	
<b>Responsible to:</b>	<b>Location:</b>	<b>Date:</b>	
Senior Lead – Regional Program Delivery	Kuala Lumpur, Malaysia or remote based	September 2025	
<b>Time Commitment</b>	<b>Type of contract and location</b>		
Full time, Five days per week, business days	<u>Remote based or on site for Kuala Lumpur based Malaysian citizen/resident: Six-month consultancy, subject to renewal</u>		
<b>1. JOB PURPOSE</b>			
<p>IPPF is seeking an experienced <b>Restricted Programs Coordinator</b> to provide high quality support to two large, multi-country donor-funded programs: RESPOND Phase II, supported by the Australian Government, and another program funded by a leading US-based foundation. These programs are at the forefront of delivering critical SRHR services and fostering equitable access to healthcare across South and Southeast Asia.</p> <p>This role will support program delivery at the country and regional level, working closely with the Senior Lead, Regional Program Deliver, IPPF Secretariat staff in two regions and Member Associations (MAs) in all countries to ensure the smooth implementation and delivery of these programs. The <b>Restricted Programs Coordinator</b> will play an essential role in program management, maintaining oversight of key deliverables, ensuring strong organization of program documents, coordinating donor reporting with MAs, and supporting the tracking of progress against milestones. The <b>Restricted Programs Coordinator</b> also plays a critical role in donor and stakeholder engagement and will liaise with internal colleagues and the relevant donors as required to respond to queries.</p>			
<b>2. KEY TASKS &amp; RESPONSIBILITIES</b>			
<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>- Support the development of high-quality country and regional level proposal documentation as required (e.g. coordinate revisions to country level designs as required)</li> <li>- Support the Senior Lead Regional Program Delivery in reviewing and finalising MA Annual Workplans, budgets, and other documents according to donor and IPPF requirements</li> <li>- Coordinate and prepare quarterly review meetings with MAs including scheduling and preparing draft PPT for team member input, taking notes and disseminating actions points</li> <li>- Support and participate in monthly calls with program and donor partners, including assisting with the preparation of meeting agendas, relevant program updates and minutes.</li> <li>- Prepare administrative documents, including funding agreements and updating and dissemination of donor and IPPF compliance requirements</li> <li>- Support the Finance Lead to maintain the payment schedule</li> <li>- Support the Senior Lead Regional Program Delivery in all aspects of program management as requested</li> </ul> <p><b>Program Monitoring &amp; Capacity Building</b></p> <ul style="list-style-type: none"> <li>- Provide support to the Senior Lead Regional Program Delivery to ensure effective and timely tracking against annual work plan, updating as needed.</li> </ul>			

- Review MA progress reports and input into regular feedback to MAs through email, calls and quarterly review meetings.
- Provide support to the M&E secretariat team in monitoring MEL for both programs.
- Draft and maintain training materials on program management, compliance, and other relevant topics for MAs.
- Support the Senior Lead Regional Program Delivery and Finance Lead to monitor MA spend as well as support MAs to realign budgets as needed
- Participate in monitoring visits to implementing countries, as well as regional planning and technical workshops, to provide in-depth support and monitoring of MA program activities.

#### **Program Reporting**

- Lead the MA quarterly reporting and donor reporting process, including reminders, updating templates, sending follow-up reminders for submission and ensuring completeness of reports.
- Support the consolidation, drafting and editing of content for donor reporting, including six-monthly and annual reports. This encompasses elements such as narrative updates, impact and results, risk reporting, country summaries, case studies and financial reporting.
- Support the drafting of country summaries and case studies to incorporate key messaging on program progress and overall impact, lessons learned, challenges and risk identified.
- Prepare relevant updates for use in external communications materials to showcase program progress and successes.

#### **Teamwork and coordination**

- Build and maintain positive relationships with all members of staff and stakeholders within and outside the Federation, including MAs, Secretariat staff (particularly the Finance Hub, Performance, Learning and Impact, MA Support & Development and External Relations Teams)
- Undertake any other reasonable duties as may be requested from time to time.

### **3. EDUCATION & QUALIFICATIONS**

- Bachelor's Degree (master's degree preferred) in SRHR, public health, international development, or another relevant field.

### **4. KNOWLEDGE, SKILLS AND ABILITIES**

#### **Professional Experience**

- Demonstrated experience in program/project management and support, including providing in-depth support to country level NGO partners. Comparable experience in another sector will also be considered.
- Strong track record in high quality program reporting to donors and/or reporting to external audiences

#### **Preferred experience**

- Demonstrated competency in SRHR programming, including knowledge of service delivery approaches and impact reporting
- Previous experience in program design, including supporting the development of program proposal documentation to high quality standard
- Previous experience engaging with institutional/government donors

#### **Skills and Knowledge:**

- Strong organizational and coordination skills necessary to multitask and meet tight deadlines
- Excellent writing and analytical skills (quantitative & qualitative) and attention to detail

- Good understanding on development and/or global health issues
- Strong communication and interpersonal skills and a team player
- Ability to be effective working remotely and with staff and MAs in various locations
- Demonstrates cultural understanding and sensitivity
- Fluent English language skills (verbal and written)

#### **5. PERSONAL VALUES**

- Alignment with IPPF values, vision and mission.
- Understanding of and a commitment to safeguarding, including child protection.
- Pro-choice

#### **6. CONTRACT AND LOCATION**

All candidates:

- Consultant contract based on a daily or monthly rate for a period of six months. The contract is subject to renewal based on candidate's performance and availability of funding.
- Willingness and availability to occasional travel to Kuala Lumpur and program implementation countries in South and Southeast Asia.

Malaysian candidates:

- Must already have the right to work in Malaysia

Candidates located outside Malaysia:

- Candidates will work on a remote basis and must be available for the majority of the day Kuala Lumpur business hours (9:00 AM – 5:00 PM, Monday to Friday)
- Remote candidates will be responsible for any taxes in the country they are based