



INTERNATIONAL PLANNED PARENTHOOD FEDERATION

EAST, SOUTHEAST ASIA AND OCEANIA REGION

JOB DESCRIPTION

Job Title:		Division:	
Architect of Cooperation – Maternity Cover		ESEAOR MA Support and Development	
Responsible to:	Location:	Date:	
MA Support and Development Director	Kuala Lumpur, Malaysia or remote based	November 2025	
Time Commitment	Type of contract and Time period		
Full time, five days per week, business days	Six-month consultancy contract		
1. JOB PURPOSE			
<p>The International Planned Parenthood Federation (IPPF) was founded in 1952 and currently has 150 Member Associations (MAs) and Collaborative Partners (CPs) with a presence in over 146 countries. IPPF is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all with the vision that all people are free to make choices about their sexuality and well-being, in a world free from discrimination. IPPF recognizes that the achievement of the highest attainable standard of sexual and reproductive health (SRH) is not possible when gender equality and human rights are not respected, protected, and fulfilled. The IPPF office in East, Southeast Asia and Oceania region (ESEAOR) supports Member Associations in 22 countries.</p> <p>IPPF ESEAOR is seeking a maternity cover for Architect of Cooperation (AoC) role from approximately January – June 2026. The Architect of Cooperation plays a pivotal role in supporting the growth and development of MAs and CPs across East and Southeast Asia. This position is designed to foster strategic collaboration, enhance Sexual and Reproductive Health and Rights, service quality, and strengthen organizational capacities in response to demographic transitions, particularly in East and Southeast Asian countries. The role requires a blend of technical expertise, strategic oversight, and relationship-building to ensure impactful regional programming and support.</p>			
2. KEY TASKS & RESPONSIBILITIES			
Establishing and Maintaining Key Relationships			
<ul style="list-style-type: none"> • Build effective professional relationships with up to 10 MAs/CPs (Mongolia, DPRK, South Korea, China, Hong Kong, Vietnam, Lao PDR, Cambodia, Japan, and Myanmar). • Engage with Regional and IPPF Global Secretariat teams and contribute to the global community of Architects of Cooperation (AoCs). • Promote open communication and avoid gatekeeping or bottlenecks. • Oversee all MA contracting, programmatic, and financial activities. • Comply with safeguarding reporting and monitoring requirements. 			
Strategic & Technical Deliverables			
<ul style="list-style-type: none"> • Develop and maintain profiles capturing capabilities, contexts, and strategic insights. • Facilitate links between MAs/CPs and Centers of Expertise. Lead thematic work on Fertility SRHR for older people. 			

- Mobilize expertise to address capacity gaps and expand access to services for marginalized communities.
- Ensure quality of care (QoC) in SRHR service delivery through Communities of Practice and expert collaboration.
- Advise on accessing service delivery platform resources.
- Customize global tools and frameworks for MA/CP use.

Planning & Reporting

- Support integration of donor requirements into planning cycles, including Business Plans and reports.
- Share political and strategic updates to support SRHR advocacy.
- Advise on inter-MA/CP collaboration based on shared interests.
- Assess MAs/CPs using Performance, Learning & Impact metrics and contribute to regional work plans.

Partnership Development & Oversight

- Facilitate partner identification in countries without existing MAs/CPs.
- Support accreditation and internal audits, documenting areas for improvement.
- Manage contracting, funding disbursement, and Business Plan processes for core and restricted grants.
- Escalate financial transparency issues per the risk assurance framework.
- Oversee contracts under US\$1 million, ensuring quality deliverables and training.
- Coordinate responses to incidents reported via IPPF's SafeReport system.

3. EDUCATION & QUALIFICATIONS

Master's degree in public health, development, or related field. Candidates with bachelor's degrees with extensive experience will be considered.

4. KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and/or work experience in the SRHR field. Experience and expertise in areas related to fertility, SRHR for older people, and or quality of care is an advantage.
- Proven track record in advising on and strengthening organisational systems/processes and supporting NGOs in diverse geographic settings.
- Applies an understanding of political, economic, social, technical/technological, legal and environmental contexts in the region and affecting the sector.
- Ability to develop and encourage relationships whilst maintaining an objective perspective on performance.
- Strong influencing skills with the ability to be flexible and adapt.
- Demonstratable project management, planning and organisational skills.
- Analytical with the skill to interpret and distil information to communicate effectively (in writing or verbally) with a range of audiences.
- Experienced in preparing proposals and funding plans.
- Strong ability to read and understand financial/audit reports.
- Collaborative and works well with others, remotely and across geographies.
- Excellent information management and IT skills
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures
- Demonstrates an understanding of and commitment to safeguarding in local and international context.

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:

- Maternity cover with a consultancy contract for approximately six months, from January – June 2026
- Willingness and availability to occasional travel to Kuala Lumpur and program implementation countries in East and Southeast Asia.

Malaysian or Malaysia based 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)