

INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title:		Division:	
SRH Emergency Response Coordinator		Programme Delivery & Capacity Sharing	
Location:	Responsible to:		Date:
Belgium preferred, other European countries considered	Humanitarian Director (with shared reporting line to Programmes Director, IPPF European Network)		April 6, 2022 (Start in May for a duration of 9 months)

THE FEDERATION

The International Planned Parenthood Federation (IPPF) is a leading global service provider and advocate of sexual and reproductive health and rights for all. A federation of 152 Member Associations, IPPF works in 172 countries and maintains more than 45,000 service delivery points worldwide. IPPF aims to ensure that all people are free to make choices about their sexuality and well-being, in a world free of discrimination.

JOB PURPOSE

The SRH Emergency Response Coordinator is responsible for leading and coordinating IPPF's regional response to the Ukraine crisis, including the incorporation of humanitarian response and operations within IPPF partners. Currently, IPPF is supporting various partners responding to the Ukraine crisis in Ukraine, Poland, Moldova, Hungary and Romania with potential expansion into additional countries.

The SRH Emergency Response Coordinator provides overall management and technical support to IPPF partners in establishing SRH and SGBV responses for people affected and displaced by the conflict in Ukraine and the region. S/he will directly manage and perform support functions including supporting proposal development, program monitoring, coordination and liaison, and SRH/SGBV technical support and capacity building as needed.

The position will collaborate closely with colleagues across the IPPF Secretariat and Federation including other members of the Global Humanitarian Team, Technical, Advocacy, Strategic Partnerships and Programmes teams to ensure the sound design, development and delivery of humanitarian programmes in the European Network region.

KEY TASKS

Program Management

- Collaborate with the Regional Programmes and Advocacy teams and the Global Humanitarian Team to provide programmatic and strategic support to partners in the preparation, implementation and monitoring of response programmes
- Collaborate with MAs to develop proposals, workplans, budgets and quality reports for humanitarian projects in line with IPPF and donor requirements.
- Adapt programmes to align to the needs for assistance and programme concerns through regular contact with IPPF partner teams in select countries, as well as relevant regional platforms

Emergency Response Strategy

- Brief donors on response efforts in line with reporting requirements
- Collaborate with partners to develop concept notes and proposals to access humanitarian pooled funds, the UN CERF and other relevant sources of funding
- Strengthen the visibility of the Member Associations' responses by networking with external stakeholders and partners and aligning activities with other partners to ensure effective relationships
- Craft and review programme design and proposal development for new emergencies

Technical Support (SRH and SGBV)

- Provide technical support to partners, through capacity building training, guidance and advice while upholding staff care and safeguarding policies
- Provide regular technical input and review of proposals and programme reports.
- Advise IPPF partners in the recruitment and retention of technical specialists (e.g. SGBV and/or SRH) to support their responses
- Engage in IPPF's advocacy to highlight SRH and SGBV issues in regional emergencies
- Collaborate with colleagues in the Global Humanitarian Team to ensure comprehensive support to IPPF partners for various thematic topics (e.g. Safety and Security, Safeguarding, SGBV, SRH etc).
- Optimise the design of SRH and SGBV emergency programmes through feedback from field developments, new research, updates from sector leaders and new standards and practices.

Perform other duties as assigned by the supervisor.

PERSON SPECIFICATION

Education and Qualifications

- Typically, a Master's degree in social work, public health, international development, gender studies, or related field. Equivalent combination of relevant education and experience may be substituted as appropriate.

Proven Ability

- Significant experience in the humanitarian response field in senior management and technical positions, including preparedness, disaster response and recovery, fragility and conflict
- Excellent understanding of the associated technical and political issues related to SRH services in humanitarian settings especially in SGBV issues
- Experience in monitoring SRH programmes and quality of care in clinics and outreach settings, especially in humanitarian settings
- Experience in managing multi-site service delivery and working with multiple partners
- Experience in programme and budget management
- Experience in providing technical support to a variety of stakeholders
- Extensive networks within the global humanitarian system and knowledge of international humanitarian coordination architecture, aid systems and agencies.

Skills

- Excellent written and spoken English; Mastery of Russian or Ukrainian preferred
- Programme design and proposal development skills,
- Strong coordination and facilitation skills with ability to build consensus
- Substantial experience of working collaboratively with a range of partners and donors.
- Excellent analytical, strategic and problem-solving skills
- Sound judgement, particularly in constrained and pressured situations and environments
- Capacity and willingness to collaborate and be flexible in difficult and sometimes insecure working circumstances.
- Strong organizational and time management skills required to multitask and meet tight deadlines.
- Strong computing skills in MS Office Suite (Word, Excel, PowerPoint, Outlook).

Personal Competence

- Integrity
- Willingness to travel and at short notice
- Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates
- 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.