

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION EUROPEAN  
NETWORK  
(IPPF EN)**

**JOB DESCRIPTION**

<b>Job Title:</b> Humanitarian Project Officer		<b>Division:</b> IPPF European Network	
<b>Location:</b> Brussels	<b>Responsible to:</b> SRH Emergency Response Coordinator Ukraine		<b>Date:</b> September 2022
<b>1. JOB PURPOSE</b>			
Describe why the job exists			
<p>The Humanitarian Programme team was created in early 2017 to ensure that IPPF has a well-resourced global humanitarian team of technical advisors who provide support to IPPF's Member Associations. The IPPF Ukraine Emergency Response commenced in February 2022 shortly after the Russian invasion of Ukraine.</p> <p>The IPPF emergency response aims to ensure access to life-saving Sexual and Reproductive Health and Rights (SRHR) services in Ukraine and surrounding countries for the duration of the Ukraine crises.</p> <p>The response currently involves: 7 countries (Ukraine, Poland, Hungary, Romania, Moldova, Bulgaria and Slovakia); 17 partners including IPPF Member Associations, collaborative partners and new partners; and has committed funds from five donors (FCDO, OSF, UNFPA, CARE and IPPF Appeal Funds) into 2023.</p> <p>The response is managed under the IPPF global Humanitarian Programme in partnership with the IPPF European Network. The function of this role is to support the SRH Emergency Coordinator.</p> <p>The role will report to the SRH Emergency Coordinator for Ukraine and work closely with the Humanitarian technical team, as well as the Humanitarian Director and the EN Programme Director. The post holder will also engage closely with the program, technical and operation staff in the EN regional office.</p>			
<b>2. KEY RESPONSABILITIES</b>			
<p><b>Programme Management Support (40%)</b></p> <ul style="list-style-type: none"> <li>- Support the SRH Emergency Coordinator in the implementation and execution of Ukraine response workplans.</li> <li>- Review project reports from partners as requested with guidance from the SRH Emergency Coordinator including emergency response reports, donor reports and external publications.</li> <li>- Support the day-to-day grant management and information management for IPPF's Stream 3, (internal humanitarian fund) OSF, FCDO and UNFPA funds</li> <li>- Assist in programme management related tasks on restricted funding projects related to the Ukraine response</li> <li>- Review and process sub-grant contracts to country partners and emergency response funding agreements for humanitarian programme activities in collaboration with programmes and finance.</li> <li>- Undertake such other reasonable duties as may be requested from time to time.</li> </ul> <p><b>Programme Activity Support (30%)</b></p> <ul style="list-style-type: none"> <li>- Support data entry into database and M&amp;E systems including training database, indicator spreadsheet, and emergency response database.</li> <li>- Assist the SRH Emergency Coordinator and humanitarian programme team members involved with the Ukraine response with development of external and internal reports, web content, presentations and technical tools as needed.</li> </ul>			

- Provide support on developing training materials, presentations, and facilitation of trainings under the supervision of relevant advisors.
- Assist with the tracking and collection of deliverables.
- Other tasks as assigned by SRH Emergency Coordinator, EN Programme Director or Humanitarian director as required.

**Knowledge Management (10%)**

- Manage Ukraine response contributions to the Humanitarian Programme Team platform and the European Network's internal SharePoint filing system.
- Provide knowledge management related support to humanitarian programme team documents and electronic file system using SharePoint including grants, contracts, and budgets.

**Administrative Support (20%)**

- Organize meetings, take meeting notes, and send out calendar invites
- Provide logistical and administrative assistance in the planning and execution of humanitarian programme workshops, meetings, and trainings and in country visits
  
- Take collective responsibility for safeguarding

**3. QUALIFICATIONS & PROFESSIONAL EXPERIENCE**

- University qualification (required), preferably in international development, public health or a related field.
- 1-3 years of experience working for a non-governmental organisation (desired).
- Experience in supporting programme staff in NGOs (desired)
- Knowledge of sexual and reproductive health care (desired)

**4. SKILLS and PERSONAL COMPETENCES**

- Written and spoken fluency in English (required)
- Written and spoken fluency in Ukrainian, Polish or other relevant language (desired)
- Good analytical and problem-solving skills, including the ability to think creatively
- Strong attention to detail and follow-up
- Excellent organizational skills: the ability to multi-task, learn quickly, and work independently and productively in a fast-paced and detail-oriented environment
- Excellent interpersonal and communication skills: the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment
- Good computer skills: MS Word, Excel, and Desktop Publishing.
- Supportive of a woman's right to choose and to have access to safe abortion services.
- Willing to travel up to 15% of the time.