

Architects of Cooperation Profiles - EN

Detailed Job Description Below

WIDER EUROPE AND CENTRAL ASIA ARCHITECTS OF COOPERATION – 2 VACANCIES

These posts will be based outside of Belgium and in the regions served.

Candidates must have a **deep knowledge of the specificities of the region** they apply for. In the face of continuing significant Russian influence and rising opposition to values underpinning SRHR, understanding of the political situation is key, and support of civil society **to advocate and to manage SRHR opposition** would be valuable. As countries subject to person-made and natural disasters, **exposure to humanitarian work** is also highly desirable, particularly in the context of working with **migrants, refugees**. Experience representing or allying with **groups excluded by society**, and/ or targeted by opposition, such as Roma, sex workers, LGBTQI+ an asset.

As MA here receive core grants, candidates will support the business planning and budgeting as well as programme strengthening of MAs. While much of this will be through supporting peer to peer cooperation, knowledge of **institutional development**, including **governance, risk assurance and management** together with a proven **track record in resource mobilization** is highly desirable.

Fluent English required. In the Central Asia and Caucuses group, the candidate must speak **Russian**. In the Balkans, they should speak one of **the Balkan languages**. Candidates will either have experience in humanitarian work (preparedness/ response) or finance and financial management.

Vacancy – Architect of Cooperation, Balkans

1. N Macedonia
2. Serbia
3. Bosnia
4. Albania
5. *(Turkey – seeking an MA)*
6. Cyprus
7. Israel
8. *Kosovo*

Vacancy - Architect of Cooperation, Caucases and Central Asia

1. *(Ukraine – currently looked after by Humanitarian team)*
2. Georgia
3. Kazakstan
4. Krygrystan
5. *Uzbekistan*
6. Tajikistan
7. *Moldova*
8. *(Armenia)*

Job/Role Title	Architect of Cooperation
Division	MA Support & Development
Grade	F
Location	Regional
Responsible to	MA Support & Development Director
Date	February 2023

Role Purpose:

This Job Description should be read in association with the Architect of Cooperation Regional Profiles
To support the growth and development of Member Associations (MAs) and Collaborative Partners (CPs).

Context of role:

- Develop effective professional working relationships with up to 8 Member Associations/Collaborative Partners.
- Network across the Regional and Global Secretariat team to access and deliver the best support to MAs/CPs by actively participating in and building on a global community of Architects of Cooperation (AoCs).
- Building an enabling environment to support free flow of information and contact (not acting as a gatekeeper or bottleneck).
- Role will be responsible for all MA contracting, programmatic and financial oversight.

Role Deliverables:

- Create and maintain country and MA/CP profiles that capture capabilities, capacities, country contexts, audiences, opposition and competitors in support of strategy development.
- Devise links between MAs/CPs/Centres of Expertise that promotes and enables networking, learning and capacity building.
- Advise MAs/CPs on accessing service delivery platform resources in support of operational outcomes.
- Adapt global tools and frameworks for MA/CP use that reflect changes in methodologies and general sectoral advancements.
- Partner with MAs/CPs to incorporate key donor requirements and learning into business planning cycles. This includes developing Business Plans, half-yearly reports and annual reports/updates.
- Disseminate key regional information, commentary and changes in the political landscape to colleagues, MAs and CPs in support of the wider SRHR political and social change agenda.
- Advise MAs/CPs on opportunities to work with each other that support their own outcomes, specialisations and areas of interest.
- Evaluate MAs/CPs against Performance, Learning & Impact metrics that support global SRHR commitments.
- Partner MAs through the accreditation exercises, documenting areas for improvement.
- Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework.
- Contract management for all unrestricted core funding and restricted project funding under US\$1million. This includes ensuring all deliverables (progress/financial reports) listed in the agreements are complied with and of high quality and that training on requirements is provided.
- Oversight/provision of incident co-ordination resulting from concerns raised on IPPF's SafeReport, when required.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Language requirements are included in the Regional AoC profile.
- Experience in either humanitarian work (preparedness/response) or finance / financial management (budget development, cost recovery assessment, financial risk assessment and mitigation)
- Has a 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 our 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.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.