

## INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

### JOB DESCRIPTION

<b>Job Title:</b> <i>Senior Programme Manager (SPM)</i>		<b>Division:</b> <i>Sub-Regional Office for the Pacific (SROP), ESEAOR</i>
<b>Location:</b> <i>Suva, FIJI</i>	<b>Responsible to:</b> <i>Director, Programmes and Operations Pacific (DPOP)</i>	
<b>Contract Duration:</b> until 31 December 2022	<b>Recruitment:</b> International recruitment	

#### 1. JOB PURPOSE

Describe why the job exists

To lead technical oversight and ensure implementation of the Niu Vaka Pacific Strategy, including overall management of IPPF's restricted Projects in the Pacific. Lead the development of the Integrated Annual Workplans for SROP and the Member Associations (MA). Management and development of the technical team members in SROP. Ensure timely donor and internal reports (quarterly, six monthly and annual). Review current project management systems and make recommendations to strengthen systematic delivery of SRHR services to the target population. Identify and improve performance issues and identify best practices within the SROP team.

#### 2. KEY TASKS

Please describe the *main* activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.

1. Management oversight implementation of the IPPF Niu Vaka Pacific Strategy (2019-2022) including restricted projects.
2. Management of technical staff in the development team in the SROP office.
3. Review MA and SROP Integrated Annual Workplans (IAWP) and assist to improve quality of restricted project reports.
4. Monitor all programme reports (Annual reports, special reports, etc) and other deliverables and provide support to SROP development team as necessary.
5. Provide support guidance to SROP staff to assist MAs in their compliance to all programme requirements, thereby undertaking MA Annual program performance assessment.
6. Provide guidance to MAs to identify their needs and develop plans to respond to their needs and needs of their country consistent with the priorities outlined in the Niu Vaka Pacific Strategy.
7. To keep updated of latest developments/techniques in the area of sexual reproductive health and rights (SRHR).
8. Responsible for all aspects of the MA (Management, Programme, and Finances with regard to restricted programmes) with assistance as required from the technical specialists.
9. To be available for consultation and assistance as and when needed.

*From choice, a world of possibilities*

10. To undertake any other duties assigned from time to time.

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

MA/Degree in health, social policy or management or related field with at least 5 years of relevant experience in project management. At least 5 years experience with a development or health related agency. Proficiency in writing, communications, management and human relation skills. Demonstrated experience in team management.

### **4. PROVEN ABILITY**

#### **Required**

- At least five (5) years working experiences in a similar position in any organization, preferably a civil society organization or small business.
- At least five (5) years' experience in Programme design, management, monitoring and evaluation and reporting of development programmes

#### **Highly regarded**

- Health programme management, especially SRHR
- Leadership expertise
- Project management capacity building
- Project design expertise, preferably for international health programmes

### **5. SKILLS**

- High quality communication skills, both verbal and written.
- Skills in capacity development, including coaching and facilitation.
- Programme management skills, including design, implementation and monitoring and evaluation.
- Computer literacy.
- Fluency in English
- Regional experience in the Pacific
- Able to work cross-culturally.

### **6. PERSONAL COMPETENCE**

- Able to discuss sensitive issues with empathy and consideration of different perspectives.
- Ability to identify priorities under pressure and to complete tasks effectively under pressure, meeting deadlines.
- Ability to maintain confidentiality
- Excellent time management and organization of work load.
- Must be able to work both independently and as part of a team.
- Commitment to ongoing learning and quality improvement.
- Able to take initiative.
- Reliable, self-motivated and flexible; able to respond to new opportunities
- Commitment to the aims of IPPF
- Supportive of a woman's right to choose and to have access to safe abortion services.

Signed: .....

Date: .....