

# INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

## JOB DESCRIPTION

<b>Job Title:</b>		<b>Division:</b>	
Project Coordinator: Advocacy (Amplify Change Project)		External Relations Advocacy and Communications Department	
<b>Location:</b>	<b>Responsible to:</b>		<b>Date:</b>
Cape Town South Africa	Head, External Relations Advocacy and Communications		April 2019
<b>1. JOB PURPOSE</b>			
<i>Describe why the job exists.</i>			
<p>The Amplify Change project aims to contribute to positive changes at AU, SADC and national levels, including in SRHR, CSE policies and laws and defend progressive policies and laws from attacks. The project will be directly implemented in eight (8) Southern African countries, to ensure more effective domestication and monitoring of SRHR and CSE policies and commitments.</p> <p>The project will be jointly implemented by a coalition of youth serving SRHR organisations and faith Organisations for a more effective domestication of the Maputo Plan of Action and ESA commitments.</p> <p>The Project Coordinator will manage and implement a new advocacy campaign funded by the Project, work with IPPFAR collaborative partners to operate and run a Regional Advocacy Hub and will ensure effective roll out of the Because we can! campaign in the Southern Africa Region.</p>			
<b>2. KEY TASKS</b>			
<i>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.</i>			
<p><b>Project cycle management:</b></p> <ul style="list-style-type: none"> <li>• Manage the project planning, implementation, monitoring, evaluation and reporting</li> <li>• Coordinate communication amongst and between all partners and with the donor</li> <li>• Manage the sub contracts with the partners and MA's of the project</li> <li>• Lead the development and support the implementation of countries' plans of action including processes and tools adapted to advocacy and communication</li> <li>• Support the development and the implementation of the overall monitoring and evaluation plan including the operational research</li> <li>• Coordinate the Advocacy Advisory committee and subcommittee attached to the project and effectively represent IPPF ARO in project working groups and planning meetings</li> <li>• Support the overall technical assistance strategy for MAs &amp; CSO's capacity strengthening</li> <li>• Support the project to build strategic partnerships with decision makers at national, AU and SADC levels including with journalists, youth activists and faith organisations</li> <li>• Ensure complementarity of action and linkages with other AmplifyChange grantees in the region.</li> </ul> <p><b>Financial management and grants management:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the ARO team for the development, implementation and tracking of IPPF ARO and partner/CSO budgets, cashflow plans, and development of variation reports</li> <li>• Develop, supervise and track IPPF ARO's and partners/CSO's workplans</li> </ul>			

- Manage grants to partners/CSO by ensuring timely disbursements of funds and adherence to agreed activities and objectives in the signed contracts and enforce partners' accountability
- Ensure compliance with the project and regulations by all partners/CSO and preempt problems and advise senior management on solutions and recommendations
- Provide technical assistance to partners in complying with Amplify Change and IPPF ARO administrative and financial procedures.

**Reporting :**

- Collaborate with accounting team to develop financial reports, and support expenditure verification audits
- Develop and submit technical results-based reports to IPPF ARO and Amplify Change.

**Advocacy:**

- Support joint advocacy campaigns and participation in regional and continental decision-making processes and spaces by national CSO, youth activists, youth led youth serving organisations
- Develop, implement and monitor a regional advocacy, communication and capacity strengthening strategy in relation to the 6 interrelated outcomes of the project
- Initiate and strengthen dialogue with regional economic blocs and international organizations
- Spearhead an active role for the project participation at the relevant meetings and processes
- Engage with faith leaders in supporting of international and continental SRHR, gender justice and CSE commitments
- Develop and update calendar of events of all regional processes in relation with SRHR agenda
- Monitor news, trends and policy developments affecting SRHR including action alerts for sub-regional engagement of actors
- Support the development of advocacy and communications materials and tools
- Strengthen advocacy and communication capacity of IPPF Member associations, CSO's partners of the project and provide on demand technical assistance to decision makers including parliamentarians and journalists.

**General:**

- Build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
- Undertake any other duties as may be assigned from time to time.

**3. RESPONSIBILITIES**

*Staff responsibilities carried by the job holder:*

- Management of a small team of staff and consultants.

*Other responsibilities carried by the job holder:*

- Advise the Supervisor and project steering committee on project management; as well as on emerging political issues affecting SRHR on the African continent
- Advise the research partners on research methodologies and contribute to the write up of the final report
- Advise the communication partner on the development and implementation of an advocacy strategy including target group specific messaging and packaging of messages
- Advise capacity building partners on capacity building methodologies,

**4. EDUCATION & QUALIFICATIONS**

*Describe the likely educational/training background of the job holder.*

- Master's level degree /post graduate degree in project management, social sciences, sociology, law, political sciences, international relations or related field.

**5. PROFESSIONAL EXPERIENCE**

*Describe the minimum level of professional experience required to do the job.*

- Minimum of 5years professional experience in the field of advocacy, and at least 4 years of progressively advocacy work on Sexual and Reproductive Health and Rights/Women's human rights is essential
- Experience in working with several donors
- Experience in developing policy briefs and advocacy tools
- Experience in advocacy capacity building and networking
- Knowledgeable about human rights advocacy needs, policies and practices in Africa
- Knowledgeable about adolescent sexual and reproductive Health and Rights
- Working knowledge of national, regional and continental government structures and multi-lateral institutions in Africa, especially in the SADC region
- Experience in effective management of budgets in line with donor requirements
- Strong project cycle management experience including monitoring and evaluation, budgeting, financial and technical reporting.

**6. SKILLS**

*Detail the skills needed to do the job, including languages.*

- Strong leadership and people management
- Strong data research and statistical analysis
- Excellent relationship and team management
- Excellent in Report writing
- Oral and written communication
- Planning and organizational
- Tactful and diplomatic with strong influencing and negotiating skills
- Proficiency in MS Suite of packages
- Fluency in English
- Very good computer skills (Microsoft office, Power point).

**7. PERSONAL COMPETENCIES**

*Describe the characteristics of effective job performance, eg. sound judgement, ability to maintain confidentiality.*

- Enjoys both advocacy and project management work
- Willing and able to travel extensively, both locally and internationally
- Ability to prioritise and deliver results in a timely manner
- Ability to communicate effectively and persuade others towards their point of view
- Ability to plan, pre-empt and meet deadlines
- Sensitive to diversity of cultures.

Signed: ..... Date: .....  
Job Holder

Signed: ..... Date: .....  
Supervisor