

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Organizational Development and Governance Manager		Americas and the Caribbean Regional Office (ACRO)	
Location:	Responsible to:		Date:
Bogota or Port of Spain	Regional Director		March 2021

1. JOB PURPOSE

To lead the organisational development and governance approaches of IPPF in the Americas and the Caribbean by ensuring that support to Member Associations (MAs) is targeted, contextualised, optimally resourced, and informed by evidence and learning, thereby enabling MAs to meet the standards of the Federation.

The job holder nurtures a holistic understanding of MAs needs, challenges and opportunities on organisational development and governance and responds to their specific needs focusing on MAs financial sustainability.

The job holder is a member of the senior management team (SMT) and is responsible to ensure that the regional office remains effective through an agile and well-functioning structure that is able to effectively fulfil IPPF objectives.

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.

2. KEY TASKS

- To develop a regional Organisational Development strategy with specific MAs plans, aimed to increase Member Associations' financial sustainability and good governance based upon the identification of capacity strengthening requirements in MAs in coordination with the IPPF Social Enterprise hub (located in Sri Lanka) and the Governance team at the London Office.
- To regularly advise the ACRO and Member Associations leadership on best ODG practices ensuring alignment with IPPF standards on governance and constitutional standards.
- To represent ACRO at technical meetings, seminars and/or conferences to keep abreast of new knowledge and best practices in Organisational Development, Governance and financial sustainability in IPPF and international communities of practice.
- To advise on the implementation of a transition strategy for the Caribbean Family Planning Association supporting its Chief Executive Officer.

- To contribute to the risk management plan of ACRO and a risk management culture among MAs.
- To supervise accreditation processes of Member Associations and the induction on governance and ODs across the region advising on conducting regular performance evaluation of governing bodies of ACRO MAs.
- To support the IPPF Nomination and Governance Committee on identifying good calibre candidates for governing bodies and committees.
- Empower and develop staff contributing to a working culture of equality, diversity, trust, inclusion, respect and excellence.
- Embrace safeguarding and other internal policies and is compliant with their implementation.
- Adhere to the safeguarding reporting and monitoring requirements of this role.
- To uphold the values, ethics and culture of IPPF and be an ambassador of the organisation.
- Undertake any other reasonable duties that may be requested.

3. RESPONSIBILITIES

This post has two direct reports: Americas adviser and Caribbean adviser

Responsible for the ACRO budget element related to programmes, services and organisational development and governance.

Member of the ACRO Senior Management Team.

PERSON SPECIFICATION

4. EDUCATION & WORK EXPERIENCE

Master's Degree in public health and/or services, social sciences, business or equivalent experience.

At least ten years' experience on organizational development, three of them at the national or regional level based in the Americas and the Caribbean.

5. PROVEN ABILITY

- In-depth understanding of the challenges and capacity strengthening needs of national organisations working in programming, service provision and advocacy.
- Solid experience on governance, accreditation and/or institutional development and sustainability in the non-profit sector.
- Previous experience in at least one of the following subjects: contraception, adolescent health, safe abortion, comprehensive sexuality education and/or gender based-violence.

- Previous work with at least one of the following groups is an asset: adolescents, indigenous groups, afro-descendants, migrants, sex workers, transgender people and LGBTIQ+, people living with disabilities and/or people living in poverty.
- In-depth experience project strategy implementation management including planning, financial principles including budget tracking and management of annual budgets.
- Prior experience of managing a team of professionals able to inspire, empower and develop teams located remotely.
- Ability to work in a global space and build good working relationships with people at all levels of the Federation.
- Successful experience on managing change.

6. SKILLS

- Excellent interpersonal and written communication skills with ability to interact with diverse groups, being tactful and diplomatic,
- Excellent networking and influencing skills
- Strong negotiation skills and able to manage conflict.
- Strong business and political acumen.
- Exceptional analytical and written and verbal communication, presentation and interpersonal skills and ability to use MS Office.
- Outstanding command of English and Spanish is essential. French or Portuguese are desirable.
- Excellent time management and organisational skills to meet pressing deadlines.
- Strong group building and training & facilitation skills.

4. COMPETENCIES

- An entrepreneurial approach and the ability to bring creativity and innovation to inspire colleagues and external stakeholders alike
- Consensus builder, but who is willing to take difficult decisions when required.
- Flexible and solution-focused approach.
- Operates collaboratively at every level in the region including political, professional and grassroots environments.
- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves particularly adolescents, youth, women and girls from the most left behind communities.
- Ability to listen to feedback and to respond and relate with respect, empathy and congruence.
- A positive approach to challenges with strong problem-solving, innovative and creative thinking competencies.
- Commitment to the multi-cultural and diverse environment in which IPPF operates.
- A true self-aware team-player with an aspirational, empowering and assertive approach to leading teams.

- Demonstrate an understanding of and commitment to safeguarding in local and international context.
- Demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.
- Commitment to accountability and safeguarding and zero tolerance to discrimination on any grounds.
- Fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.

5. OTHER

- Previous work on international federations is a plus.
- Ability to travel internationally – about 60 days a year.