

Job Role/Title	Executive Assistant
Division	Regional Direction
Salary	12,216 – 15,223 USD
Location	Mexico
Responsible to	Regional Director (RD)
Date	April 2023

Role Purpose:

To ensure provision of effective, timely and accurate executive assistance to the ACRO Regional Director including support for logistics, documentation, data/ report preparation, coordination, calendar management, etc.

Context of Role:

IPPF has embarked on a profound and transformative organizational change journey. IPPF is changing by choice, for choice its governance and operations, focusing on how the Federation can become more member-led, transparent, and learning-focused. So that in the medium and long term, the Federation will be more strategically positioned to respond with agility to the needs of women, girls, and all the people it serves. Adhere to the safeguarding reporting and monitoring requirements of this role.

Role Deliverables:

- Maintaining an efficient working diary, organising tele-conferences, and checking all outgoing correspondence before the signature of RD.
- Acting as the initial contact point for the RD and responding promptly to general queries from the Senior Management, staff, external contacts, Member Associations, etc. and taking follow-up action as appropriate, on daily basis.
- Providing back-up support to ensure the effective and timely response to requests from Volunteers, Donors, other NGOs, parliamentarian groups, press and media, staff, and partners of IPPF.
- Monitoring, prioritizing, and filtering RD's email and other forms of correspondence.
- Drafting / writing letters, reports, emails, minutes of meetings and memos, and ensuring that all correspondence, reports, documents, and processes meet the organization's quality standards and guidelines.
- Coordinating and following up with various teams to gather requisite data and reports. Reviewing and collating such data and reports for submission to the RD.
- Undertaking research, collection and analysis of information, and preparation of various documents/ presentations.
- Maintaining and managing confidential organisation data / information in a discrete manner, to protect the interests of the organisation.
- Implementing and maintaining robust back-office systems for filing and archiving of important correspondences, emails, and documents.
- Coordinating travel arrangements for the RD, including creating travel requisition, booking of travel tickets and accommodation, arranging visas, etc.
- Preparing travel advance / expenses claim forms and expense reports for the RD.
- Raising the necessary payment requisitions and other requirements to comply to financial and admin systems in ACRO.
- Assisting on RD participation on key meetings, providing administrative and logistical support.
- Contribute in communications portfolio of the organisation.
- Maintain an up-to-date directory of key contacts for ACRO.
- Make sure the Senior Management Team has a rolling calendar and meetings are minuted.
- Collect and distribute information for Senior Management Team meetings.
- Manage the organisation of Senior Management Team meetings ensuring members have documentation on time and that participants' time are booked.

- Assist in organising events, meetings and IPPF's participation in conferences.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Experience in providing executive level support, ideally in an international setting, to include experience in office management and administration.
- Understanding of political, cultural and socio-economic dynamics across the Americas and the Caribbean
- Good team player with a 'can-do' and positive approach.
- Strong organisation and time management skills able to meet pressing deadlines.
- Excellent IT skills – ability to use MS Office.
- Rigorous attention to detail and accuracy.
- Strong problem-solving, innovative and creative thinking skills.
- Ability to work independently and as part of a team.
- Outstanding interpersonal skills and diplomacy.
- Outstanding command of English and Spanish is essential. French is highly desirable.
- Value-driven individual with a rights-based and gender-sensitive perspective and a strong commitment to the populations IPPF serves.
- Integrity, sound judgement and ability to maintain confidentiality.
- A flexible personal style.
- Fully committed to bodily autonomy and women's right to choose and to have access to safe abortion care.
- Agreed to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.
- Demonstrate an understanding of and commitment to safeguarding in local and international context.
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- 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.