

Job/Role Title	Business Analyst - Caribbean
Division	MA Support & Development
Salary	24,324 - 34,056 USD
Location	Trinidad and Tobago
Responsible to	Architect of Caribbean Team Leader
Date	April 2023

Role Purpose:

Draw together information coming from individual Member Associations, partner and cross-regional initiatives/projects - including context, needs, challenges and strengths, and provide a continually updated picture of the common threads, in order to inform programming and investment priorities, joint activity development, capacity building needs and prioritization for engagement in opportunities.

Business Analyst roles may also be identified as Youth roles on organograms. This is to enable the Secretariat to align with the Strategic Framework and support a youth centred focus working in intergenerational teams

Youth roles are on 2 year fixed-term contracts

Context of role:

IPPF has a clear focus on evidence-based programming and decision-making at all levels of the Federation. We therefore are required to have and maintain a depth of consistent information from Member Associations and partners to support advocacy, service delivery and continuous learning.

‘Architect of Cooperations (AOC)’¹, dedicated to a sub-set of Member Associations in each region will use the information to support better their grouping of Member Associations, while at the global level, information will support monitoring programme/project performance, financial utilization and external trends including tracking the opposition.

The information gathered will provide an overall picture of each region and globally. It will cover the main trends and challenges plus support MA-facing and other roles as required. It will map and evaluate Member Associations objectively when opportunities arise such as Calls for Proposals and establishment of new IPPF initiatives, so that Member Associations, who are most in need or most likely to succeed, can be /supported. It will also help Member Associations in raising their own resources and showcase their work better to local, regional and international stakeholders. Stronger information systems fronted by an ‘MA Dashboard’ will support our ability to manage the information captured and better use it.

The Business Analyst in the Caribbean will be a youth professional that will support the ACRO Youth Network Officer to foster youth action in the Caribbean.

Role Deliverables:

- Advise and assist the Youth Networker Officer on the youth engagement in the Caribbean.
- Gather, collate, analyse and present information ensuring that established work plans and regular support activities are delivered consistent with standards and schedules.
- Advise on issues related to non-compliance with information guidelines/requirements and anticipate issues that may affect delivery against IPPF strategic objectives as a result.
- Consolidate and maintain documentation on performance and best practices to support programme improvement activities.
- Gather and document MA/CP information that supports the creation of organisational profiles.
- Populate tracking/reporting platforms; and maintain guidance and resource tools that support programme implementation, changes and enhancements.

- Assist Architects of Cooperation in follow-up of deliverables and organise provision of compliance training and auditors information.
- Assist Architects of Cooperation in contract management, including processing grant payments, expense reimbursements and follow-up on progress.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Numerate with proven quantitative and qualitative data management skills
- Experience of DHIS2, Power BI or advanced Microsoft Excel and data warehouse platforms. Online survey package experience is desirable. Knowledge/experience in DHIS2 and Power BI desired.
- Ability to interact with, coach, train and present to diverse, multicultural and multilingual groups.
- Organisational and time management skills with the ability to multitask and meet tight deadlines.
- Experience of reporting to donors or ability to write reports/relay information clearly and accurately in a way people can understand
- Basic understanding and ability to read financial reports/numbers
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders
- Experience working with youth groups or collectives in the Caribbean.
- 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.

ⁱ Architects of Cooperation are enablers and partners of Member Associations - they listen; learn; make connections for them to develop and grow; leverage expertise that exist in Member Associations and help share that expertise with others across the Federation; Knowledgeable about country context and Member Associations capacity, they acknowledge successes, identify challenges and interrogate where progress is needed, when delivery is at risk and IPPF values undermined. Member Associations get to the nub of what individual Member Associations can benefit from and ensure they are part of driving the agenda, so that IPPF really adds the value they want, and increases their impact for people.