

Job/Role Title	Project Manager
Project Title	Caribbean Observatory on Sexual and Reproductive Health and Rights (SRHR)
Location	Remote
Responsible to	ACRO Secretariat
Date	June 2023

Project Background: The Caribbean SRHR Observatory is aimed at advocating for strengthened policy and programmatic linkages between family violence and SRHR, which will improve coverage, access to, and uptake of both SRHR and GBV services for vulnerable populations and promote social monitoring towards the advancement of integrated SRHR/GBV in the region. The Observatory will also provide timely and independent analysis and will serve as an advocacy platform for development of social norms change across the Caribbean, promotion of south- south cooperation, innovation, and expertise. The project manager’s activities will contribute to the following results:

1. Improved analysis of quality disaggregated and comparable data on SRHR and different forms of VAWG used in line with international standards to inform laws, policies, and programmes.
2. Increased quality engagement of civil society organisations (CSOs) leading to greater empowerment to conduct evidence-based advocacy.
3. Strengthened policies, legislative and programmatic linkages between family violence and SRHR in the region.

Role Purpose: The post holder will lead the project team to deliver the UNFPA funded Caribbean Observatory on Sexual and Reproductive Health and Rights (SRHR); The role will support, and performance manage the project budget, work plan and the Caribbean Observatory project team.

Context of role:

- Oversee the day-to-day operations of the observatory, ensuring adherence to timelines, quality standards, and ethical considerations.
- Manage and support project staff and consultants on monitoring, evaluation, and key result areas
- Lead the team to develop innovations, tools, and approaches to improve access to quality disaggregated and comparable data on SRHR and different forms of VAWG.
- Manage and support the Advocacy and Communications consultant to match data with narratives and stories to better illustrate impact.
- Work collaboratively with the Data analyst to ensure data quality and integrity through rigorous data management and analysis procedures.

Management responsibility:

- IT consultant, Advocacy and Communication consultant, Data Analyst

Role Deliverables:

- Manage the implementation of the SRHR observatory initiative, including providing oversight and direction to the implementation of its objectives, strategies, and work plan.
- Use the existing project plan to prepare a detailed work plan to schedule key project milestones, work streams and activities for the respective team members
- Identify and mitigate risks which may impact the successful delivery of the project

- Lead the inception review of all tools, data, and resources previously developed or in the draft stage
- Oversee the expansion and updating of the existing desk review of the enabling environment around integrated SRHR/GBV, where necessary to determine the programmes, policies and legislation that are in place and analyse the factors and resources to support the policy and legislative landscape to advance integrated SRHR/GBV in the region.
- Carry out effective management throughout the project phases of data collection, social monitoring, advocacy and related areas and support strategies for advocacy, visibility, and resource mobilization
- Work with team members to coordinate data collection activities, including regional group consultation meetings with CSOs and key population interviews, focus group discussions, and other relevant methodologies with key stakeholders.
- Monitor and manage the availability of resources and allocation to ensure that the project is implemented efficiently
- Drive effective communication and collaboration between staff, consultants, and project stakeholders, including convening regular meetings, reinforcing project objectives, scope, responsibilities and facilitating solutions to project challenges.
- Meet with the donor on a bi-monthly basis to discuss status of project and to receive technical assistance and support, where necessary
- Convene monthly meetings with the multi-stakeholder Steering Committee of the Observatory ensure civil society participation in the direction and oversight of the platform
- Provide feedback on outputs and deliverables
- Ensure knowledge sharing and learning, working with the data analyst and overseeing the development of syntheses and dissemination of lessons learnt from the project for reporting and dissemination.
- Prepare and submit a quarterly narrative report and support the project's finance manager to ensure strong, timely and compliant financial management of the project and the production of the corresponding financial report.
- Work with Finance Personnel to track project expenditure in ensuring the initiative is delivered on budget
- Disseminate knowledge products emanating from the observatory to support advocacy for evidence-based policies and interventions in the field of SRHR.
- Work with Advocacy and Communications Consultant to coordinate policy dialogues with relevant stakeholders including Parliamentarians, CSOs and all relevant entities to advance SRHR and GBV policies to address critical issues for women, girls, and vulnerable populations
- Collaborate with internal and external partners to leverage resources, expertise, and networks to enhance the effectiveness of the Observatory.

Education/Key Skills/Expertise:

- Degree (Master's or equivalent would be an asset) in Social Sciences, Sociology, Gender Studies, Development Studies, Public Health, or a related field
- Proven experience (at least 5 years) in leading and managing projects, preferably in the field of SRHR or public health.
- Strong knowledge of sexual and reproductive health and rights issues, gender-based violence and gender-equality policies and programming
- Excellent project management skills, including planning, budgeting, and resource allocation.
- Strong leadership and team management abilities, with experience in supporting remote teams.
- Demonstrated ability to build and maintain partnerships with diverse stakeholders, including government agencies, NGOs, and research institutions.
- Excellent communication and presentation skills, with the ability to convey complex research findings to both technical and non-technical audiences.
- Knowledge and/or Proficiency in statistical software and data analysis tools.

- Role models safeguarding, anti-racism and no discrimination and acts with integrity.
- 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 and 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.

To apply, please submit the application form and CV with three professional references to jcross@ippf.org and be sure to mark the email “Application to Project Manager” no later than **5 June 2023**.