JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Department:</th>
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<tbody>
<tr>
<td>Head of Strategy, Policy and Organisational Development; Performance and Accountability</td>
<td>Strategy, Policy and Organisational Development, Performance and Accountability</td>
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<tr>
<td>Location:</td>
<td>Responsible to:</td>
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<tr>
<td>Nairobi</td>
<td>Regional Director</td>
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1. **JOB PURPOSE**

*Describe why the job exists*

To be responsible for supporting the Regional Director in the development of IPPFAR’s organizational strategy and operational policies; (General policy formulation is a function of policy makers – EXCO) monitoring implementation thereof and compliance; and performance management.

To serve as the chief advisor to the Regional Director on organisational strategy; operational policy and organisational performance matters; for the purpose of ensuring that through its record of performance with respect to the delivery of quality, efficient and effective services; IPPPAR maintains its position as the leader in SRHR on the continent.

2. **KEY TASKS**

*Please describe the main activities undertaken by the post holder. The list need not be exhaustive but should reflect the most important features of the post.*

- Work closely with the RD on the development of a strategy (ies); operational policies and procedures that enhance IPPF’s operational effectiveness.
- Support the RD in leading processes aimed at the establishment of an accountability framework for IPPFAR ensuring that the framework is aligned to and is coherent with Federation-wide standards of organizational performance and accountability.
- Monitor implementation of the organisation’s strategy(ies); compliance with policies, systems and procedures; rules and regulations in order to harness the synergy necessary for “delivering” at an optimal level of excellence.
- Provide leadership and direction in organisational performance and accountability matters (governance; accreditation; management; YAM and volunteering) and work closely with Technical Departments/Units responsible for the respective portfolios.
- Provide leadership and direction in activities that enhances the organisation’s knowledge base; expertise and skills (research; organisational learning; knowledge management and other capacity building initiatives.
- Consultation with relevant Departments/Units; review existing tools for monitoring organisational performance and accountability; lead process for their revision and/or the development of new ones; to ensure a coherent approach and uniformity in the pursuit of “results-based performance” to enable IPPFAR to realise the change goal; “Deliver”.

Cooperate IPPFAR long-term strategic and oversee annual operational planning processes using the evidence-based approach in related decision-making processes.

Promote an organisational work culture of performing for results in which reports are primarily perceived as tools for monitoring self performance; and they are timely produced and submitted to relevant stakeholders.

Regularly and systematically scan the operating environment for threats and opportunities; keep abreast of new developments in the said environment; share and disseminate information on such developments; to ensure that IPPFAR stays afloat in a ever increasing competitive environment.

Represent IPPFARO at technical meetings, seminars and/or conferences to keep abreast of new knowledge and best practices in Organisational Development; Performance and Accountability in other IPPF regions; Academic institutions and/or international Development Communities of Practice.

Promote an organisational work culture of continuous learning; accountability and excellence in organisational performance.

To carry out any other duties as shall from time to time be required by the supervisor.

3. RESPONSIBILITIES

Line Management Responsibilities of the post holder:

a) The Director supervises:

• Manager: Performance and Accountability
• Senior Technical Advisor, Organizational Development Organisational
• Senior Technical Advisor, Governance and Compliance

b) Financial responsibilities carried by the post holder

Overall responsible for ensuring that Heads of Unit implement and monitor their Annual Program Budget.

c) Advisory responsibilities carried out by the post holder

The job holder acts as the primary advisor to the Regional Director on all Organisational Development; Performance and Accountability matters as well as matters pertaining to the development of technical hubs through Learning Centres.

PERSON SPECIFICATION

4. EDUCATION, QUALIFICATIONS and PROFESSIONAL EXPERIENCE

Please describe the likely educational/training background of the job holder.

• Master’s degree in Social and/or Economical Sciences/Business Administration and/or Organisational Development.

• A minimum ten years management experience in a similar position in an NGO setting with three years at senior management level.
6. **SKILLS**  
*Please describe the skills which will be applied in the job, including languages*

- Leadership and management skills
- A deep insight into national, regional and international SRHR contexts and trends.
- Skills in strategic planning and performance management (development of tools; monitoring; evaluation and data analysis and interpretation)
- Excellent report writing and presentation skills
- Strong interpersonal and communication skills
- Computer literacy (Word, Excel, Power Point and other data analysis software)
- French and English fluency (oral and written). Portuguese would be considered an asset.

7. **OTHER PERSONAL ATTRIBUTES**  
*Subscribe to IPPFAR's mission, vision, and values; Ability to maintain high level of confidentiality*

- Willingness to travel - 30% of time
- Focus on continuous improved results/performance
- Sound judgement.
- Flexibility and willingness to work outside normal working hours.

*Salary will be negotiated depending on the candidate’s experience and skills for the position.*