Terms of Reference

Position Title: Consultancy Operations Manager

Location: International Planned Parenthood Federation Africa Region (IPPF, ARO)

Reports to: Regional Director

Duration: 3 months with possibility of extension

Duty Station: Nairobi, Kenya

Background:

The International Planned Parenthood Federation in Nairobi is seeking a Short-term consultant, the Consultant will be working under the guidance and supervision of the Regional Director to provide operations and technology support to the team.

Purpose

a) To ensure the effective and efficient delivery of the expected financial accountability for assigned restricted projects

b) Assist Head of Operations to ensuring an effective internal control system is maintained and adheres to IPPF global policies, legal, statutory and fiscal requirements

c) Support HR and administration processes

d) Support ICT

The consultant is expected to work in close relationship with the Operations team within and across the region including other units integral to delivery of business objectives.

Responsibilities may include:

Management

❖ Support the Head of Operation for quality assurance, and compliance with organization guiding principles, rules, policies and strategies in the area of Operations

❖ Ensure compliance of operations and policies, establishment of management targets and monitoring of results

❖ Contribute to the analysis of the operating environment and provide advice on legal considerations and risk assessment

Financial Management

❖ Support the strengthening the financial and operations management capacity of restricted projects

❖ Support the design and implementation of effective accounting and financial management systems, procurement, Human Resources administration and
processes in accordance with IPPF recognized policies and best practices as well as Membership terms and conditions

- Work with the Projects’ Coordinators and collaborate with other ARO team members from the different departments for enhanced accountability and systems strengthening in all IPPF ARO including high quality reports to donors.

**Procurement and policies development**

- Coordinate the finalization of draft manuals
- Assist the Head of Operations and Technology in managing Office’s suppliers’ bids
- Assist the Head of Operations in financial transactions review and approval

**Human Resources and Administration**

- Ensure Office compliance with corporate human resources policies and procedures
- Support proper administration of staff benefits and entitlements
- Engage fully in change management and review of organizational structure including job descriptions.

**Competencies**

**Ethics and Values:**
Demonstrate and safeguard ethics and integrity
Organizational Awareness and sound judgement
Innovation and initiatives and take initiative.

**Teamwork**
Demonstrate ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

**Communications and Information Sharing**
Facilitate and encourage open and effective communication
Self-management and Emotional Intelligence
Ability to build strong relationships with clients, focusing on impact and results
Model and promote transparency, honesty and openness
Respect for confidentiality.
Required Skills and Experience

Education

Qualifications

- Master’s degree or equivalent in Business Administration, Public Administration, Finance, Economics, or related field
- Minimum of 10 years of professional experience at the national or international level in managing staff and operational systems
- Experience in working in a computer environment using multiple office software packages, experience in handling of web-based management systems and ERP systems

Language

Fluency in English, French is desirable

Duration of service:

- The contract will run from 1st June 2020 – 30th August 2020. The consultant should be available to start as soon as possible.

Application process

- To apply, please send a detailed resume, a motivation letter and a financial proposal to; hroffice@ippfaro.org by 31st March 2020.

- Please note that we are unable to respond to applicants who have not been selected for interview.