

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
AFRICA REGIONAL (IPPFAR)**

JOB DESCRIPTION

Job Title:		Department:		
Project Financial Management Specialist		Operations		
Location:	Responsible to:	Date:	Rank:	
Dakar	Head of Operations	March 2021	C3	

1. JOB PURPOSE

To support the IPPFARO teams, MAs and partners in financial oversight, risk management and accountability.

To ensure the efficient and effective use of resources through support of financial management and risk management standards, processes and systems that will lead to the achievement of restricted projects financial accountability.

To support the Head of Operations in financial oversight, risk management and accountability of MAs and Projects' partners.

To support the operations of IPPFARO in the sub-Office in Dakar, Senegal.

2. KEY TASKS.

Under the general supervision of Operations Department, the incumbent is responsible for financial management and risk oversight for restricted and unrestricted projects that enhances accountability and transparency.

Financial Oversight:

- Support the Head of Operations to ensure department objectives are achieved on time.
- To contribute to building donor trust and confidence in IPPFARO, MAs and projects' Partners to effectively undertake sexual and reproductive health and rights programs and projects' management.
- To ensure Africa Region compliance to IPPF and donor project management policies, best practices and procedures of both restricted and unrestricted projects including the timely and complete submission of plans, reports, and other statutory requirements
- To support MAs and project Partners to comply with projects' funding agreements' provisions.
- To support the financial management of FSPI, BMZ projects, COVID-19 and any other project that the IPPFARO may acquire.

- Receive, review MAs' accounting documents, ledgers and the financial reports for the projects and follow-up for any clarification and/or additional information and supporting documents that may be needed from MAs to ensure compliance with the IPPFARO and donor reporting requirements.
- Provide relevant financial analyses and advice to the IPPFARO and implementation partners to ensure alignment of program and financial planning.
- To Ensure timely reporting by project partners and review the financials report and consolidate the reports as appropriate.
- To support the IPPFARO finance Team in handling finance and accounting as assigned
- To support the ARO and MAs efforts to mobilise resources for programmes and long term programmatic, financial, and institutional sustainability.
- To promote and ensure a strong code of ethics and integrity within IPPFARO and MAs project management and programs principles and initiatives
- Undertake any other duties that might be assigned by supervisor.

PERSON SPECIFICATION

1) Competencies

- **PROFESSIONALISM:** Knowledge on financial management and oversight, auditing, and risk management. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

2) Education

An advanced university degree (MA/MSc) in Accounting, Finance management or related field.
Membership of a recognized Professional Body in the related field.

3) Work Experience

At least five years post graduate working experience. Broad experience on financial and risk management including auditing, risk, budgetary control, financial accounting, and project management.

4) Languages

English and French are the working languages of the ARO. For this post, fluency in French (both oral and written) is required. Knowledge of English and/or Portuguese is an advantage.

5) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

6) Other Requirements

- High level of demonstrated Professional Ethics, Integrity and Confidentiality
- Tactful and diplomatic
- Negotiation skills
- Flexible
- Strong analytical skills
- Good knowledge of IT
- Experience in working in a multicultural environment
- Willing to work outside standard office hours as required
- Willing to travel internationally- about 30 days a year

Special Notice

- The duration of the appointment is subject to the availability of funds.
- The candidates will not be considered for employment if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.
- IPPFARO places no restrictions on the eligibility of men and women to participate in any capacity.

•IPPF Africa Regional Office is a non-smoking environment.