JOB DESCRIPTION

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| **Job Title:** **Programme Advisor, Member Association Support** | **Division:**IPPF European Network \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Location:** Brussels | **Responsible to:** Lead, Member Association Support | **Date:** March 2018 |
| 1. **JOB PURPOSE**
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| To contribute to the effective and efficient implementation of a capacity building programme to support Member Associations in the execution of their mandates in line with IPPF priorities and to improve their performance, increasing impact and accountability to their stakeholders.  |
| 1. **KEY RESPONSIBILITIES**
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| 1. Contribute to the development and implementation of annual/multi-annual support plans for Member Associations (MAs) based on the analysis and feedback loops provided by the Learning and Performance unit, the regional priorities and context.
2. Based on the plans, propose and deliver/co-ordinate delivery of targeted support and capacity building strategies at national, sub-regional and/or regional level as appropriate
3. Support and build MAs’ expertise in developing sound and impactful projects/programmes – applying appropriate methodologies (e.g. Theory of Change, Results-Based Management, Political Economy and Context Analysis, M&E, etc.) – in line with donor requirements and as a basis for successful resource mobilisation. This entails working with MAs remotely and in the field.
4. Contribute to IPPF learning by documenting and sharing best practices, lessons and processes of capacity building and SRHR programming, and provide input for IPPF EN and Central Office reports, communications materials and case studies as required
5. Support MAs in developing and implementing their resource mobilisation strategies and plans
6. Coordinate regional SRHR projects/programmes and initiatives that aim to advance SRHR for the most vulnerable and marginalized populations, as relevant.
7. Represent IPPF EN in relevant forums and nurture new and existing partnerships that add value to IPPF EN’s capacity building programme
8. Act as a desk officer for assigned Member Associations – organising available knowledge related to MA(s) capacities/country(ies) contexts
9. Undertake other reasonable duties as may be requested from time to time.
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| 1. **QUALIFICATIONS & PROFESSIONAL EXPERIENCE**
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| * A university degree in a relevant discipline (or equivalent in experience) is required
* EU citizenship or valid work permit for Belgium

*Experience in the following areas is a requirement:** At least 5-7 years’ relevant experience in SRHR programme management,
* Proven track record in implementing NGO capacity building programmes, ideally in an INGO/Network environment.
* Experience with the application of relevant methodologies (such as Theory of Change, Results-Based Management, Context Analysis, Political Economy Analysis) in support of resource mobilisation and in line with donor requirements.

*Experience in the following area is desirable** Experience working with organisations in Central and Eastern Europe and Central Asia
* Gender transformative programming (including SGBV).
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| 1. **SKILLS & PERSONAL COMPETENCIES**
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| * Skills in SRHR programme/project development, management and coordination
* Advanced interpersonal and verbal communication skills, in particular to work within a network of multi-cultural staff and stakeholders. Using a participatory approach and active listening skills.
* Demonstrate initiative, ability to work independently and as part of a team;
* Fast learner, pro-active, results- and solution-oriented
* Proven training and facilitation skills;
* Commitment to gender equality, sexual and reproductive rights, diversity and non-discrimination are a must;
* Willing and able to travel within the Region.
* Fluency in English is essential; knowledge of Russian language is a strong asset;
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