

Governance & Accreditation Advisor

July 2023

About International Planned Parenthood Federation

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

Headquartered in Nairobi, Kenya, the overarching goal of [IPPF Africa Region](#) (IPPFAR) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPFAR tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 42 countries. For more information, please read our 2022 profile (in English and French) [here](#).

Working for IPPF

IPPF offers a unique opportunity to contribute to advancing sexual and reproductive health and rights globally. Meaningful work, a supportive environment, professional growth, and the chance to make a lasting impact on the lives of individuals and communities around the world, working for IPPF offers a compelling value proposition that encompasses various aspects:

- **Mission-Driven Organisation:** IPPF is a globally recognised leader in sexual and reproductive health and rights. By joining IPPF, you become part of a mission-driven organisation dedicated to empowering individuals and communities, advancing gender equality, and improving access to comprehensive sexual and reproductive healthcare services.
- **Impactful Work:** Working at IPPF allows you to make a significant impact on the lives of millions of people worldwide. You contribute to efforts aimed at reducing maternal mortality, preventing unintended pregnancies, combating gender-based violence, promoting comprehensive sexuality education, and advocating for the rights of marginalised communities.

- **Global Reach and Influence:** IPPF operates in over 150 countries, providing a unique opportunity to work on a global scale. You collaborate with diverse teams, partner organisations, and governments to drive change, shape policies, and implement innovative programs that address the sexual and reproductive health needs of communities worldwide.
- **Professional Development:** IPPF offers a supportive, inclusive work environment fostering professional growth and development. You have access to training, mentoring, and opportunities for advancement, enabling you to enhance your skills, broaden your expertise, and thrive in your career.
- **Collaborative Culture:** IPPF values teamwork, collaboration, and knowledge sharing. You work alongside passionate and dedicated colleagues who share a common vision and work collectively towards achieving IPPF's goals. The organisation encourages respect, diversity, and inclusivity, creating a supportive environment that values different perspectives and experiences.
- **Commitment to Diversity and Inclusion:** IPPF is committed to diversity, equity, and inclusion in all aspects of its work. As an employee, you contribute to building an inclusive and equitable organisation that respects and values individuals' backgrounds, experiences, and identities.
- **Strong Organizational Support:** IPPF provides comprehensive support to its employees, including competitive compensation packages, benefits, and resources that enable you to excel in your role. The organisation prioritises employee well-being and work-life balance, recognising the importance of a healthy and fulfilling professional life.
- **Continual Innovation:** IPPF embraces innovation and creativity in addressing the evolving sexual and reproductive health landscape. You can contribute to cutting-edge programs, research initiatives, and advocacy efforts that push boundaries, challenge norms, and drive positive change.

The Role

Role:	Governance & Accreditation Advisor
Reports to:	Regional Director MA Support & Development
Location:	Nairobi, Kenya; or Abidjan, Côte d'Ivoire
Division:	MA Support & Development

Job Purpose

The Governance & Accreditation Advisor will manage the membership status - from admission to accreditation and renewal/non-renewal - of IPPF MAs, ensuring the process is one anchored on a learning and improvement approach as well as compliance. The post holder will provide knowledge and advice to continuously strengthen IPPF MAs governance and boost risk management.

Context of the role

All IPPF Member Associations (MAs) are accredited through a robust accreditation system based on a formalized peer review process which ensures that they meet and comply with a number of essential membership standards. Compliance to these standards is continuously monitored, and an in-depth accreditation review process takes place every four years.

Deliverables

- Organise and manage the accreditation review process, ensuring accreditations take place inline with IPPF's cycle, and within budget.
- Engage Architects of Cooperation (Country focal points) and others who conduct accreditations, ensuring they are trained and equipped to carry out effective visits/online accreditations. Work with MAs to recruit, train and motivate the pool of volunteers and staff who have a range of relevant skills and competencies.
- Organise the pool of volunteers and staff from MAs, working with MAs to recruit, train and motivate volunteers/staff who have a range of relevant skills and competencies.
- Conduct accreditations directly as and when required, particularly those that are more complex. Oversee and support the preparation and follow-up and reporting of accreditations by those responsible for each visit.
- Promote a risk management approach, including raising and managing risks identified in the due diligence and accreditation processes.
- Where significant risks are identified at the MA level, advise and support on risk mitigation, including corrective action, suspension and termination of membership status.
- Grow the Federation: Manage affiliation and due diligence process with regards to existing affiliates and new organizations wanting to join the Federation.

- Promote MAs governance reform: Support the review of the governance documents of the MAs and ensure that they conform to the IPPF standards and responsibilities of membership and IPPF's Act and Regulations and related governance structures, systems and processes; Provide governance and accreditation trainings and inductions to MAs governing bodies and staffs when needed.
- Provide governance and accreditation expertise within the team/department: Provide expertise on best practice on supporting MA governance and managing risk, to AoCs or other relevant colleagues.
- Ensure continuous links between AoCs, Performance, Learning and Impact, and other relevant teams; ensuring a continuous loop where knowledge of MAs feeds into accreditation preparation and accreditation findings support AoCs and PLI in delivering their objectives.
- Collaborate and contribute proactively as a member of the wider global governance and accreditation team, with global staff and regional peers, so that IPPF continuously learns and improves how accreditation is implemented overall.
- Safeguarding: Support or co-ordinate assigned MA cases arising from IPPF's SafeReport.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Expertise

- Experience in accrediting or certifying organisations or bodies against a standard system.
- Knowledge of governance standards, especially in the civil society sector.
- Background in risk management with proven skills in reading audit reports and identifying, promoting and coordinating corrective actions.
- Understanding of Safeguarding and Financial standards and requirements for a safe working environment.
- Strong interpersonal skills and ability to work effectively with a network of multi-cultural, diverse stakeholders and colleagues at different levels.
- Ability to be diplomatic yet persistent in achieving goals.

Skills

- Proven planning, organising and prioritising skills with the ability to work independently and as part of a team.
- Strong analytical and evaluation skills with the ability to draw out learning from practice, aggregate and propose adaptations and improvements to processes and procedures.
- Excellent report writing skills and the ability to distill information into actions in a clear, concise way.
- Fluency in French and English is essential, good command of Portuguese is an asset
- Feminist and champion of diversity.

Your Ethos:

- Demonstrate an understanding of, and commitment to safeguarding in a local and international context.
- Demonstrate 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 + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity or expression and supportive of workers' 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.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-012023-Organisation or Pat-Jones-CoverLetter-012023- Organisation.

Timeline

Closing Date: 14th August 2023

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of IPPF values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at ippf-governance-accreditation-advisor@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.