



People Partner – East & South East Asia and Oceania/South Asia

November 2023

About International Planned Parenthood Federation (IPPF)

IPPF is a network of nongovernmental organizations working for sexual and reproductive rights. It is more than 70 years old and is present in 150 countries 25 of them in the East and South East Asia and the Oceania Region and 8 of them in South Asia Region. The membership is built by one per country. The federation has undergone a governance reform and will start implementing a new strategy in 2023 where the interest is that the member organizations are at the center and that they are the ones who, from their knowledge of the context, nurture the federation. IPPF members receive core grants, benefit from exchanging lessons learnt, are accredited and important topics such as diversity and social entrepreneurship are addressed. They are global leaders in sexual and reproductive rights and health, youth and gender issues.

The Role

Role:	People Partner – East & South East Asia and Oceania/South Asia
Division:	People Organisation & Culture
Grade:	F
Type of role:	Full-time
Responsible to:	Regional Director, East & South East Asia and Oceania and dotted line to Regional Director, South Asia
Location:	Kuala Lumpur, Malaysia



Job Summary

Operating in an internal consulting model, this role will be the People Partner to two Regional Directors and their senior leadership teams located in Kuala Lumpur, New Delhi and Suva in Fiji. There is also a small Finance hub based in New Delhi. In total, an employee group of around 85.

This is an exciting opportunity to work as part of two vibrant Regional teams and also as part of a global professional People, Organisation & Culture team of People Partners to support Secretariat transformation and cultural change.

Responsibilities

Role Purpose

To develop and implement People Plans that support our Strategic Framework objectives, deliver optimal performance and enable an environment that engages and develops diverse talent.

Context of role

- As we transform our approach to People Organisation & Culture, we are looking to be more innovative, dynamic, collaborative and agile.
- Building consistency, keeping on the 'front foot' of evolving people practices and bringing a proactive approach to attracting and growing talent, supporting career development and performance, partnering on succession and workforce planning and enhancing the employee experience journey.
- You will work collaboratively and as a technical expert, listening to what the people in your area need and responding with open-minded, creative solutions.
- You will work closely within the global People team, led by the Director, People Organisation & Culture and including the HR Operations Manager, other People Partners and HR Focal points to develop processes, tools and platforms that are fit for purpose, support the Secretariat deliver the Strategic Framework and bring about visible change.
- You will be highly inclusive, helping to create working environments where people can thrive and feel safe.

Management responsibility

- You will have dotted line reporting of the Senior Officers for HR & Office Admin (one based in Kuala Lumpur, one in New Delhi and one in Fiji) who will provide support to the teams in



their location and to you on the ground on HR admin and processes (contracts, recruitment etc), HR Information systems, payroll and first line of HR enquiries.

Deliverables:

- Develop and implement a rolling annual people plan that is part of the Secretariat People, Organisation & Culture 3-year plan and developed with the Regional Director and Senior Management Team you are working with and the Director of People, Organisation and Culture.
- Devise, modify and manage the employee lifecycle journey to ensure a consistent and positive employee experience.
- Plan and optimise recruitment to effectively attract and secure diverse talent, pro-actively advising on approach. Supporting selection directly and/or through training/coaching recruiting managers and providing the objective validation on recruitment decisions in line with our goals and targets.
- Pro-actively build, adapt and evolve career development and performance to ensure capability is in place to deliver, including running and advising on the calibration of performance and development in your own regional areas, working with People colleagues to be consistent.
- Optimise succession and workforce planning with the Head of Corporate Services to integrate unrestricted and restricted resource ensuring within your own regional areas and in liaison with the HR Operations Manager (in the global team).
- Identify, mitigate, and manage people and employee relations risks.
- Manage and adapt the pay review cycle in line with Secretariat guidelines and working alongside People colleagues.
- Lead the local adaptation, modification and implementation of People Policies and Procedures in line with Secretariat framework undertaken by the central People, Organisation and Culture function.
- Build trusted relationships at all levels to deliver IPPF's People objectives while retaining line manager accountability through training/coaching support.
- Recommend, devise and adapt interventions that improve engagement, wellbeing and support culture change.



- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
- Be part of a global people partner team, sharing knowledge, growing expertise and working collaboratively on global people interventions.

We are looking for each People Partner to take the lead on a global initiative so interest/skill/expertise in employee engagement, talent acquisition, employer value propositions or workforce planning would be a positive.

Candidate profile

Expertise

- Qualified HR Professional with significant experience across the full employee life-cycle.
- Experience as an HR or People Business Partner working with and pro-actively advising Senior Management Teams.
- Experience of advising and working across geographies and different legal jurisdictions internationally, particularly on recruitment & ER matters, would be a benefit.
- Track record of developing and delivering ambitious people plans and managing/delivering projects.
- Experience in the co-design/development of key people initiatives.
- Qualified in the use of psychometric profiling that can be used in multi-cultural environments would be a benefit (e.g.: Hogan, 16PF).
- Track record of working successfully with diverse, multicultural and multilingual groups and experience of supporting teamworking in diverse environments.
- Creative problem-solver, who thinks ahead and pre-emptes risks/issues.
- Understands the external dynamics, political/social/economic shifts and keeps up to date with functional/sectoral/legislative changes.



Skills:

- Highly collaborative, flexible and open-minded approach to finding the right solution to meet the needs of the people in your regions.
- Influencing skills with demonstrable ability to both constructively challenge and support with resilience and emotional intelligence.
- Good judgment and decision-making distilling the key elements of a situation and context balancing the needs of the business and the needs of people.
- Demonstrable planning, organising skills with the ability to adapt and flex to changing circumstances and deliver at pace.
- Strong communication skills, verbal and written with experience of writing policies/procedures/contracts in a user-friendly way without technical jargon and in a tone of voice that supports the culture.
- You will need excellent English speaking/writing. Other regional languages would be a benefit.
- Highest integrity and confidentiality, approachable and supportive.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates 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/expression and supportive of worker's 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-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-012023-Organisation or Pat-Jones-CoverLetter-012023- Organisation.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government's new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

Timeline

Closing Date: recruiting on an ongoing basis

First stage interviews: TBC

Final interviews: TBC

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 Digital Action 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-people-partner@oxfordhr.com in the first instance.

About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.