

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Resident Representative, IPPF liaison Office Geneva		External Relations	
Location:	Responsible to:		Date:
Geneva, Switzerland	Director External Relations		December 2015

1. JOB PURPOSE

Describe why the job exists.

To establish and lead the International Planned Parenthood Federation's (IPPF) Geneva Liaison Office, contributing to IPPF's work to build relationships with United Nations (UN) agencies and other mission-critical organisations

To mobilise resources and advocate for Sexual and Reproductive Health and Rights (SRHR) in Geneva.

2. KEY TASKS

Describe the *main* activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.

1. Represent IPPF and raise awareness of its work and of SRHR issues with key stakeholders in Geneva including key UN Member State Missions, UN Agencies and relevant Civil Society Organizations (CSOs).
2. Represent IPPF at meetings in Geneva including with UN Agencies, Member State Missions, CSO coalitions and donors and support visits to Geneva by IPPF Directors.
3. Establish and maintain strategic relationships and where possible joint programmes with key Switzerland based UN Agencies – including but not limited to the World Health Organisation, Human Rights Council, UNAIDS, UN High Commissioner for Refugees and the Office of the High Commissioner for Human Rights and other international bodies including the Red Cross and international conferences such as the World Economic Forum in Davos. Identify and secure resources for IPPF in liaison with the IPPF Resource Mobilization Team. This will include securing opportunities for Member Associations through our partnerships with UN agencies.
4. Maximize IPPF's advocacy impact on priority SRHR issues being considered through UN processes taking place in Geneva.
5. Support the work of IPPF Advocacy colleagues in particular the Senior Advocacy Adviser, through face to face representation and influencing of IPPF in Geneva in order to further strengthen the engagement of IPPF Member Associations with the Universal Periodic Review process and the reporting process of other treaty bodies such as Convention on the Elimination of All Forms of Discrimination

against Women (CEDAW), Committee Against Torture (CAT) and Convention on the Rights of the Child (CRC)

6. Strengthen and build partnerships including future funding with CSOs working on health, gender and rights issues in Geneva, including humanitarian International Non-Governmental Organisations (INGOs) such as the International Committee of the Red Cross.
7. Collaborate on advocacy and financing influencing strategies with the UN Liaison Office in New York and the African Union Liaison Office in Addis Ababa. Cooperate closely with IPPF advocacy colleagues in particular the Senior Advocacy Adviser, Resource Mobilization colleagues in Central Office, London and the six Regional Offices. To also link with IPPF's representatives in Washington and Melbourne as well as with colleagues in IPPF's Swiss Member Association.
8. Develop advocacy and communications materials tailored to promote IPPF's priorities in Geneva
9. Build and maintain positive working relationships with all members of staff, and contacts both within and outside the Federation.
10. Become familiar with the Federation's Health and Safety Programme and Guidelines for using VDUs. To do everything possible to ensure a healthy and safe working environment.
11. Undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

Describe:

- a) staff responsibilities carried out by the job holder.

N/A

- b) financial responsibilities carried out by the job holder.

Responsible for developing and managing the annual budget of the Geneva Liaison Office. Budget.

Responsible for IPPF Resource Mobilization in Geneva in liaison with the Resource Mobilization team.

- c) advisory responsibilities carried out by the job holder.

Provides strategic advice to the Director of External Relations, Director of Communications, Senior Adviser for Advocacy and Senior Adviser for Resource Mobilization.

Liaison with IPPF colleagues across the Secretariat and provision of advice on influencing opportunities as above.

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

Describe the likely educational/training background of the job holder.

- Degree or equivalent standard of education in development, public policy, politics, foreign affairs, social science or other relevant discipline. Master's Degree desirable.

5. PROVEN ABILITY

Describe the minimum level of professional experience required to do the job.

- Significant experience of Resource Mobilization from diverse donors - UN system, donor missions and Swiss Foundations would be an advantage.
- Significant experience in advocacy and policy work in international development to include experience of working with UN processes, knowledge of UN systems and of Member State UN representation structures.
- Strong commitment to and knowledge of sexual and reproductive health and rights, women's rights, and gender equality.
- Strong commitment to and knowledge of the humanitarian sector.
- Substantial knowledge of international Human Rights mechanisms, international conferences, commissions, and their implementation.
- Experience working with non-governmental organizations and as part of coalitions.
- Experience of organizational representation.

6. SKILLS

Detail the skills needed to do the job, *including* languages.

- Excellent interpersonal skills - articulate and diplomatic. Ability to interact with diverse groups.
- Strong influencing skills.
- Excellent written communication skills and fluent English essential. Proficiency in one other language, particularly Arabic, French or Spanish, desirable.
- .Excellent time management and organisational skills to meet multiple deadlines.
- Good IT skills – Word, Outlook and PowerPoint. Database skills desirable.
- Self-starter and flexible team player.

7. PERSONAL COMPETENCE

Describe the characteristics of effective job performance, e.g. sound judgement, ability to maintain confidentiality.

- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
- Ability to travel internationally – about 35 days a year.

Signed: Date:
Job Holder

Signed: Date:
Supervisor

Signed: Date:
Next Highest Authority