

Job/Role Title	Business Analyst
Division	MA Facing
Grade	D
Location	SARO or any country in South Asia
Responsible to	Architect of Cooperation & LAD Coordination
Date	January 2023

Role Purpose:

Support AoC to bring together information from individual Member Associations (MAs), partners, and cross-regional initiatives/projects - including context, needs, challenges, and strengths, and provide a continually updated picture of the common threads, to inform programming and investment priorities, joint activity development, capacity building needs and prioritization for engagement in opportunities. The key areas of pulling information together can include financial and physical targets and results.

Business Analyst roles may also be identified as Youth roles on organograms. This is to enable the Secretariat to align with the Strategic Framework and support a youth-centered focus working in intergenerational teams. Youth roles are on 2-year fixed-term contracts.

Context of the role:

IPPF has a clear focus on evidence-based programming and decision-making at all levels of the Federation. We, therefore, are required to have and maintain a depth of consistent information from MAs and partners to support advocacy, service delivery, and continuous learning.

'Architect of Cooperations (AOC)', dedicated to a sub-set of MAs in each region will use the information to support better their grouping of MAs, while at the global level, information will support monitoring programme/project performance, financial utilization, and external trends including tracking the opposition.

The position will engage with MAs to periodically gather, analyse and interpret evidences that will provide opportunities to MAs and to the secretariat to use the information effectively for programme decision, fund raising and for advocacy . AoC along with the BA will be working together to enhance effectiveness of MAs thereby. Stronger information systems fronted by an 'MA Dashboard' will support our ability to manage the information captured and better use it.

Role Deliverables:

- Coordinate with MAs to gather, collate, analyse and present information ensuring that established work plans and regular support activities are delivered consistently with standards and schedules.
- Advise on issues related to non-compliance with information guidelines/requirements and anticipate issues that may affect delivery against IPPF strategic objectives as a result.
- Consolidate and maintain documentation on performance and best practices to support programme improvement activities.
- Gather and document MA/CP information that supports the creation of organisational profiles.
- Populate tracking/reporting platforms; and maintain guidance and resource tools that support programme implementation, changes, and enhancements.

- Assist Architects of Cooperation in the follow-up of deliverables and organise the provision of compliance training and auditors' information.
- Assist Architects of Cooperation in contract management, including processing grant payments, expense reimbursements, and follow-up on progress.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Numerate with proven quantitative and qualitative data management skills.
- Experience in finance EPR, DHIS2, Power BI, advanced Microsoft Excel, and data warehouse platforms. Online survey package experience is desirable. Knowledge/experience in DHIS2 and Power BI preferred.
- Ability to interact with, coach, train, and present to diverse, multicultural, and multilingual groups.
- Organisational and time management skills required to multitask and meet tight deadlines.
- Experience in reporting to donors.
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
- 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 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.