

Job Title	Governance & Accreditation Advisor
Grade	E
Reports to	Director – Member Association Support and Development, IPPF SARO 50% Director - Governance & Accreditation Central Office 50 %
Location	South Asia Regional Office, New Delhi

Role Purpose:

To operationalize IPPF's Institutional Development strategy in the South Asia Region (SAR) and drive its implementation, in terms of fostering collaboration and institutional learning and knowledge transfer between SAR MAs (i.e. South to South Engagement) (about 50% time). To ensure the smooth running of IPPF's governing bodies (General Assembly, Nominations and Governance Committee; Board of Trustees; Membership Committee; Finance, Audit and Risk Committee; Policy, Strategy and Investment Committee; and Resource Allocation and Technical Committee) through effective support in implementing their respective TORs (about 50% time)

Context of Role:

IPPF has embarked on a profound and transformative organizational change journey. IPPF is changing by choice, for choice its governance and operations, focusing on how the Federation can become more member-led, transparent, and learning-focused. So that in the medium and long term, the Federation will be more strategically positioned to respond with agility to the needs of women, girls, and all the people it serves.

Deliverables:

Regional Governance & Accreditation

- To oversee the Accreditation of MAs in the South Asia Region in coordination with Architects of Cooperation (AoC), Directors and other team members within the secretariat and other MA teams.
- Contribute across the Secretariat for accreditation process as the need be under the guidance of line managers.
- To set up systems/processes and platforms for fostering peer to peer support and enabling knowledge sharing leveraging internal and external best practices.
- With AOCs, to accompany MAs, ensuring alignment with IPPF's strategy , values, standards, and policies.
- Where significant risks are identified at the MA level, advise and support on risk mitigation, including corrective action, suspension and termination of membership status.
- Manage affiliation and due diligence process with regards to existing affiliates and new organization wanting to join the Federation
- Ensure continuous links between AoCs, Performance, Learning and Impact (PLI), and other teams as relevant, 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 IPPF continuously learns and improves how accreditation is implemented overall.

Global Governance & Accreditation

- To provide support under the leadership of the Director Governance & Accreditation to DLT, Chairs and members of governing bodies; contributing to the development, communication, implementation and maintenance of good governance and compliance to policies across the Federation.

- To collate/prepare papers and other related materials for advance circulation for relevant governing bodies ensuring that relevant timescales are met;
- To liaise with the Chairs and Committee Conveners on a regular basis to provide the necessary support on governance matters as required.
- To support the Director Governance & Accreditation to facilitate induction, professional development programmes for governing bodies and committee members.
- To compile information and analyse strategic areas for governing bodies as and when needed on group composition, tenure, skills, geographical diversity, conflict of interest, gender, and youth balance in line with IPPF requirements.
- To manage and maintain governing bodies's diaries for tracking commitments, ensuring stakeholders are aware of changes that affect them in a timely manner.
- To coordinate the provision of comprehensive administrative support in relation to all meetings of relevant governing bodies.
- To support the development of concept notes and proposals for securing funding for work with building systems in the area of Accreditation and Governance.

Others

- Staff responsibilities carried out by the job holder
- As assigned for supervision (staff and/or consultants)
- Financial responsibilities carried by the job holder
- Responsible for Budget and Expenditure for Accreditation and Institutional Development of SAR MAs
- Advisory responsibilities carried out by the job holder
- Advise team members at SARO and the MAs on all technical aspects relating to peer to peer engagement and policy formulation, review and implementation/ compliances.
- Advise team members across the Secretariat on issues related to the functioning of IPPF's governing bodies and committees.

Expertise:

- High level of discretion, capacity to deal with confidential information
- High degree of flexibility and adaptability
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
- High level of Integrity
- Willingness to travel nationally and internationally, as required.

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 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.