

INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title: Programme Advisor, Learning and Performance		Division: IPPF European Network	
Location: Brussels	Responsible to: Senior Lead, Learning and Performance		Date: January 2019
1. JOB PURPOSE			
To contribute to a culture of analysis and critical reflection within IPPF-EN, ensuring that external context and evolution of good practice are combined with internal learning and expertise to drive impact across the region, especially in post aid and challenging environments for civil society/human rights.			
2. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Contributes to the design, implementation and coordination of Knowledge Management (KM) strategies and initiatives throughout the organization, including the set-up and oversight of related IT and broader information systems • Serves as a source of expertise on technological and organizational matters for colleagues and MAs within the broad remit of Learning and Performance, keeping abreast of latest technological developments and advising upon their value and potential application • Supports the capture, dissemination and where relevant adaptation of current and good practice or innovation in SRHR and methodologies/approaches linked to learning and performance • Supports and coordinates data collection of annual global IPPF reporting by Member Associations (MAs) and the Regional Office of IPPF-EN, providing recommendations (where relevant) for improved process and quality of data generated at regional and global level • Undertakes summative analysis and reporting on data generated under the aforementioned system to inform Regional Office programming and feed into broader reporting processes • Supports MAs and RO colleagues to access and apply the data generated under the global IPPF reporting system for their own programming and/or reporting needs • Contributes to the development and application of performance criteria to inform decision-making related to IPPF/IPPF-EN grant allocations and broader support to MAs • Contributes to the strengthening of Results Based Management systems, processes and capacities for IPPF-EN Regional Office and MAs • Represents IPPF-EN in relevant fora and nurtures new and existing partnerships that can promote analysis and learning within IPPF • Performs such other duties as may be requested by the Senior Lead, Learning & Performance 			
4. QUALIFICATIONS & PROFESSIONAL EXPERIENCE			
<ul style="list-style-type: none"> • A university degree in a relevant subject area (see below) <p>Experience/proven track record in the following areas required:</p> <ul style="list-style-type: none"> • 3-5 years of relevant experience (KM with a focus on technological solutions, Organisational Learning, M&E), ideally in an (international) NGO environment • Evidence of professional contribution to the creation and maintenance of knowledge management systems and/or processes which promote evidence-based decision-making and/or learning to optimise performance • Familiarity with Results Based Management concepts and approaches, including Theory of Change 			

- Proven ability to support colleagues and partner organisations to collect/report reliable, valid and accurate information
- Comprehensive understanding of the uses and limits of quantitative and qualitative methods of data collection and analysis for both real-time monitoring and summative/formative evaluations
- Able to gather, analyse and present data in a variety of audience-appropriate formats to aid understanding and inform programming, including the use of data visualisation applications such as PowerBi
- Experience in orienting/training (non-technical) colleagues in IT and broader information systems
- Familiarity with Office 365 including SharePoint, Access, Excel and Word

- Experience of working within the human rights sector, particularly sexual and reproductive rights is desirable

5. SKILLS & PERSONAL COMPETENCIES

- Adept at working with quantitative and qualitative data-sets to aid understanding and inform decision-making
- Enjoys keeping abreast of latest (technological) developments within Knowledge Management and Organisational Learning sector and able to distinguish the value/application of each
- Reflects on situations to identify what lessons can be learned and applied going forward
- Routinely seeks out and is prepared to try new ways of doing things (technical and/or process solutions)
- Possesses good interpersonal and verbal communication skills, able to work within a network of multi-cultural staff and stakeholders with varying levels of technological and KM expertise
- Demonstrates initiative, ability to work independently and as part of a team
- Is able to work under pressure and to meet deadlines
- Possesses fluency in English, both oral and written; knowledge of Russian language is an asset
- Is committed to gender equality, sexual and reproductive rights, diversity and non-discrimination and youth participation
- Willing and able to travel within the Region