

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Programme Officer, (PO) – Abortion		Programmes, (Cluster A)	
Location:	Responsible to:		Date:
New Delhi	Director - Programmes		July 2009
1. JOB PURPOSE			
<p>To operationalise IPPF's Abortion strategy in the South Asia Region, (SAR) and support SAR Member Associations (MAs) in its implementation.</p> <p>To ensure quality sexual and reproductive health and rights SRHR services are provided by SAR MAs.</p>			
2. KEY TASKS			
<ol style="list-style-type: none"> 1. To develop, implement and coordinate a Regional strategy for effective abortion programming. 2. To develop and disseminate guidelines, policies, standards and technical tools relating to abortion. 3. To provide technical support to SAR MAs on developing and implementing the abortion section of Annual Programme Budgets. 4. To ensure progress on the performance based indicators relating to abortion in SAR. 5. To build capacity on abortion, including training and development of modules for IPPF SAR MAs. 6. To assist MAs in the development of appropriate strategies to improve women's access to safe abortion. 6. 7. To ensure that MAs' abortion related services adhere to IPPF's values, positions, Quality of Care, (QoC) standards and Medical Service Delivery Guidelines. 8. To be the focal point for work on abortion in SARO with Central Office, (CO), London and SAR MAs, including external relationships, coalitions, conferences, events, etc. 9. To contribute to IPPF's emerging agenda on abortion and implement the same in the Region. 10. To be the knowledge resource on discourse in the current field of abortion & SRHR. 11. To ensure intra-regional (between MAs) and inter-regional (between other Regions and CO) knowledge sharing and learning on abortion issues. 12. To develop concept notes on abortion and work with Resource Mobilisation to secure funding for implementing the IPPF Strategic Framework. <p>QoC (to be jointly responsible with PO, Access)</p> <ol style="list-style-type: none"> 13. To implement the IPPF Quality Assurance, (QA) system in SAR MAs. 			

14. To develop and disseminate guidelines, policies, standards and technical tools relating to QoC, QA Standards and Essential Comprehensive SRH (CSRH) Services Package.
15. To build capacity of MAs in establishing a QA system (including monitoring and supervisory mechanism of service providers) based on IPPF QA standards and in implementing the essential standards for CSRH services.
16. Provide support to MAs in capacity building of service providers in provision of quality services.
17. To ensure progress on the QoC related performance based indicators in SAR.
18. To build capacity of MAs in carrying out quality assessment process at service delivery point levels on regular basis to identify gaps and analyse the reasons for gaps to prepare intervention plans for improving quality of care.
19. To conduct external assessment of MAs and give inputs for accreditation review of MAs.
20. Maintain records of clinic-level QoC status of all MAs in the region.
21. To be the focal point for work on QoC in SARO with Central Office, (CO), London and SAR MAs, including external relationships, coalitions, conferences, events, etc.
22. To contribute to IPPF's emerging agenda on QoC and implement the same in the Region.
23. To be the knowledge resource on discourse in the current field of QoC & SRHR.
24. To ensure intra-regional (between MAs) and inter-regional (between other Regions and CO) knowledge sharing and learning on QoC issues.
25. To ensure that any intervention in an MA is undertaken in collaboration with the Directors (Country).
26. To work in collaboration with other POs to ensure integrated programming.
27. To build and maintain positive working relationships with all members of staff and contacts both within and outside the Federation.
28. To undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

a) Staff responsibilities carried out by the job holder.

N/A

b) Financial responsibilities carried out by the job holder.

Responsible for the SARO abortion budget and expenditure.

c) Advisory responsibilities carried out by the job holder.

- Train and advise SARO staff on abortion-related and also QoC-related procedures and policies
- Advise MAs, Regional Director (RD), Directors and POs on technical issues related to abortion and also to QoC.
- Make recommendations to RD for accreditation of an MA and give recognition for

providing quality services (QOC certification).

4. EDUCATION & QUALIFICATIONS

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

Medical technical education (MBBS) with post-graduate qualification in (Obstetrics and Gynaecology / Public Health / Social Medicine / equivalent)

5. PROVEN ABILITY

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

- 5 years clinical experience in the development and management of abortion programmes in developing countries with specific focus on the provision of safe abortion, contraception and reproductive health services.
- Thorough technical knowledge on abortion issues
- Experience in training health service providers
- Thorough technical knowledge on QoC issues

6. SKILLS

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

- Excellent interpersonal skills. Ability to influence and persuade others. Ability to interact with diverse groups. Well developed training skills.
- Excellent written communication skills.
- Strong analytical skills.
- Strong project development, implementation and monitoring skills.
- Fluent in English. Fluency in other language(s) spoken in the South Asia Region would be desirable.
- Good IT skills – ability to use MS Office. Database skills desirable.
- Organisational and time management skills to meet deadlines.
- Ability to work independently and as part of a team.

7. PERSONAL COMPETENCE

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

- Rights-based, gender-sensitive and pro-choice perspective
- Ability to maintain confidentiality
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates
- Willingness to travel internationally – approximately 40-45 travel days a year

Signed: Date:
Job Holder

Signed: Date:
Supervisor

Signed: Date:
Next Highest Authority