

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Programme Officer (PO) - Advocacy		Resource Mobilization and Advocacy, (Cluster C)	
Location:	Responsible to:		Date:
New Delhi	Director – Resource Mobilization and Advocacy		July 2009
1. JOB PURPOSE			
To facilitate strong public, political and financial commitment to and support for sexual and reproductive health and rights, (SRHR) in the South Asia Region, (SAR).			
2. KEY TASKS			
<ol style="list-style-type: none"> 1. To develop, implement and coordinate the Regional Strategy for advocacy. 2. To contribute to IPPF's global advocacy campaigns and identify advocacy opportunities and initiate campaigns in the Region to raise awareness of SRHR, related issues and the work of IPPF in the SAR. 3. To be the focal point for work on advocacy in the Region with Central Office and SAR Member Associations (MAs), including external relationships, coalitions, conferences, events, etc. 4. To collaborate with the PO - Communications and Campaigns on relevant Regional initiatives around international events, meetings, launches, etc. 5. To be responsible for the website, providing written content for the website, developing the advocacy components and on-line advocacy initiatives for the Region. 6. To build capacity on advocacy, including training and development of modules for IPPF SAR MAs. 7. To liaise with the POs - Resource Mobilization on donor issues and advocacy opportunities. 8. To develop advocacy proposals for funding, in collaboration with the PO - Resource Mobilization. 9. To provide technical support, advice and information on advocacy, including monitoring the advocacy work, respective section of the Annual Programme Budget, (APB) and performance based indicators of IPPF's SAR MAs. 10. To work collaboratively with other NGOs and agencies in the Region, on advocacy initiatives, building and developing networks and partnerships and attending relevant external meetings and events. 11. To bring together and make available the knowledge of various actors in the field of advocacy on SRHR. 12. To ensure that any intervention in an MA is undertaken in collaboration with the Directors (Country). 13. To build and maintain positive working relationships with all members of staff, and contacts both within and outside the Federation. 14. To 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 the SARO advocacy budget and expenditure
c) advisory responsibilities carried out by the job holder. <ul style="list-style-type: none"> • Advises MAs, Regional Director, Directors and POs on technical issues related to advocacy for SRHR.
4. EDUCATION & QUALIFICATIONS
Describe the likely educational/training background of the job holder.
Postgraduate qualification (social science, communications, public policy, PR, etc.)
5. PROVEN ABILITY
Describe the minimum level of professional experience required to do the job.
<ul style="list-style-type: none"> • 5 years experience working on advocacy initiatives and campaigns, preferably in the international development arena. To include one year's experience developing effective advocacy or campaigning work.
6. SKILLS
Detail the skills needed to do the job, <i>including</i> languages.
<ul style="list-style-type: none"> • Excellent interpersonal skills - articulate and diplomatic. Ability to interact with diverse groups. • Excellent written communication skills. • Strong analytical skills and the ability to summarise and simplify complex information into an accessible form. • Good understanding of development issues. • Excellent time management and organisational skills to meet multiple deadlines. • Fluent in English and other language(s) spoken in the South Asia Region • Good IT skills – ability to use MS Office. Database skills desirable. • 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.
<ul style="list-style-type: none"> • Rights-based and gender-sensitive perspective • Ability to maintain confidentiality • Awareness of and sensitivity to the multi-cultural environment in which IPPF operates • Willingness to travel internationally – approximately 30-35 travel days a year

Signed: Date:
Job Holder

Signed: Date:
Supervisor

Signed: Date:
Next Highest Authority