

Job Title:		Division :	
Programme Officer (PO) - Governance and Accreditation		Governance, Organisation Development (OD) and Accreditation, (Cluster B)	
Location:	Responsible to:		Date:
New Delhi	Director – Governance, Organisation Development (OD) and Accreditation		July 2009
1. JOB PURPOSE			
Describe why the job exists			
To facilitate implementation of the IPPF accreditation system and policies in the South Asia Region, (SAR).			
To support activities relating to good governance in SAR.			
2. KEY TASKS			
Describe the <i>main</i> activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.			
<ol style="list-style-type: none"> 1. To disseminate guidelines, policies, standards and tools relating to Governance, OD and Accreditation. 2. To support and assist the Director, Governance, OD and Accreditation with all governance related activities. 3. To ensure that the South Asia Regional Office (SARO) has the updated IPPF policies approved by Governing Council (GC). 4. To provide technical support to Member Associations (MAs) to ensure that their constitution meets IPPF standards. 5. To enhance the capacity of SAR MAs and SARO through training and ongoing facilitation in group processes, OD and processes of governance. 6. To provide inputs to SARO Directors on implementation of IPPF policies and guidelines relating to governance. 7. To assist in organising Regional Council, (RC) and Regional Executive Committee (REC) meetings, including preparation of draft minutes. 8. To update the record of cumulative period of RC members, Honorary Officers and representation in GC. 9. To maintain a database of RC members along with their CVs, contact address, telephone numbers and email id. 10. To assist in updating the SAR Constitution and Bye-laws as required. 11. To maintain and update the record of all decisions/resolutions which are taken by the RC and REC. 12. To assist in the process of IPPF GC awards. 			
Accreditation			
<ol style="list-style-type: none"> 13. To be the focal point for work on Accreditation in SARO with Central Office, (CO), London and SAR MAs, including external relationships, coalitions, conferences, events, etc. 14. To implement the Accreditation System in SAR <ul style="list-style-type: none"> • Prepare schedule • Initiate self-assessment 			

- Desk review
 - Field review
 - Submission of review report
 - Follow-up and recommendation for accreditation
15. To ensure that any intervention in an MA is undertaken in collaboration with the Directors (Country).
16. To work in collaboration with other POs to ensure integrated programming.
17. To build and maintain positive working relationships with all members of staff and contacts both within and outside the Federation.
18. To undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

Describe: a) staff responsibilities carried by the job holder.

N/A

b) financial responsibilities carried by the job holder.

N/A

c) advisory responsibilities carried out by the job holder

Advise POs, Directors, RD and MAs on issues related to accreditation.

4. EDUCATION & QUALIFICATIONS

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

- Postgraduate qualification (social science, management, etc.)

5. PROVEN ABILITY

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

- 5 years experience in governance / accreditation / organizational development in the voluntary / development sector.
- To include preferably 3 years experience in the development sector and in organizational accreditation with field experience in developing countries.

6. SKILLS

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

- Excellent interpersonal skills. Ability to interact with diverse groups. Assertive but diplomatic. Good influencing skills. Well developed training skills.
- Strong analytical skills
- Excellent written communication skills
- Fluent in English. Fluency in other language(s) spoken in the SAR 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, eg 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.