

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION, SOUTH ASIA  
REGIONAL OFFICE (IPPF SARO)**

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**JOB DESCRIPTION**

<b>Job Title:</b>		<b>Division:</b>	
<b>Programme Officer (PO) – Resource Mobilisation</b>		<b>Resource Mobilization and Advocacy, (Cluster C)</b>	
<b>Location:</b>	<b>Responsible to:</b>		<b>Date:</b>
<b>New Delhi</b>	<b>Director – Resource Mobilization and Advocacy</b>		<b>July 2009</b>
<b>1. JOB PURPOSE</b>			
Describe why the job exists			
<ul style="list-style-type: none"><li>• To increase the diversified funding of IPPF South Asia Regional Office (SARO) and South Asia Region (SAR) Member Associations (MAs) from all sources.</li><li>• To provide technical and specialised assistance in resource mobilisation and manage relevant aspects of IPPF SARO's relationship with donors.</li></ul>			
<b>2. KEY TASKS</b>			
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.			

1. To research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals, from the public and private sector.
2. To develop project proposals for restricted funding with SARO and MA staff including developing, reviewing and editing log frames, budgets and narrative text as per the donor requirements.
3. To work with SARO colleagues to ensure that annual restricted income targets are achieved.
4. To develop and disseminate guidelines, policies, standards and technical tools relating to resource mobilisation.
5. To support MAs in the development of projects for restricted funding including developing, reviewing and editing log frames, budgets and narrative text as per the donor requirements.
6. To ensure progress on the performance based indicators relating to resource mobilisation in SAR.
7. To support resource mobilization capacity building initiatives of the Region.
8. To research, analyse and update prospective and current donors, donor priorities policies, trends and funding instruments and disseminate this information to respective focal points in SAR MAs.
9. To work with staff at the Central Office, (CO), London, SARO and SAR MAs to ensure all contractual requirements of restricted projects are met, including reporting deadlines.
10. To contribute to the development, implementation and review of IPPF Resource Mobilisation goals and strategy.
11. To be responsible for coordinating the Annual Performance Report of SAR.
12. To be the focal point for work on restricted funding in SARO with CO and SAR MAs.
13. To ensure that any intervention in an MA is undertaken in collaboration with the Directors (Country).
14. To build and maintain positive working relationships with all members of staff and contacts both within and outside the Federation.
15. 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 by the job holder.

To provide advice and support on donor funding, policies and trends to

- IPPF staff at SARO
- IPPF SAR MAs

#### **4. EDUCATION & QUALIFICATIONS**

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

- Postgraduate qualification (social science, public health, human rights, management, etc.)

#### **5. PROFESSIONAL EXPERIENCE**

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

- 5 years experience in proposal development and donor reporting at a national / regional level.
- Sound understanding of funding structures and processes of bi-laterals, multilaterals, foundations and trusts in the SAR.
- Sound understanding of European Commission and USAID funding structures and processes advantageous.

#### **6. SKILLS**

Detail the skills which will be applied in the job, *including languages*

- Excellent interpersonal skills. Tact and sensitivity essential. Well developed training skills.
- Excellent written communication skills.
- Strong analytical skills.
- Excellent project development, budgeting and financial management skills
- Grant management experience essential
- Competent in use of logframes desirable or developing projects essential
- Fluent in English. Fluency in other language(s) spoken in the SAR would be desirable.
- Good IT skills – ability to use MS Office. Database skills desirable.
- Organisation 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.

- 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 10-15 travel days a year.

**Signed:** ..... **Date:** .....  
**Job Holder**

**Signed:** ..... **Date:** .....  
**Supervisor**

**Signed:** ..... **Date:** .....  
**Next Highest Authority**