



Country Lead, Ipas South Africa

Job Title: Country lead
Location / Preferred location(s):
Position Type: Full-time
Grade: Department Head / Expert
Step: E1
Reports To: Regional Director Southern Africa Program
Last Updated: March 2022

Ipas is a nonprofit organization that works with local, national and global partners, to improve sexual and reproductive health and rights, with a focus on ensuring that high-quality safe abortion and contraceptive information and services are available, accessible and acceptable to women and girls.

Position Purpose

The Country Lead at Ipas South Africa will work at a national level to provide technical and managerial leadership for the South Africa program under the direction of the Regional Director for Southern Africa Program. This position is responsible for the development and implementation of strategies and work plans to ensure that program goals and objectives are met. This includes providing strategic inputs for annual work plans, proposal development, analysis of programmatic results, identification and resolution of challenges and program performance, application of lessons learned and best practices to improve program performance, donor reporting, financial monitoring, and personnel management. In addition, the Country Lead works with in-country counterparts to ensure successful implementation of work plans. The Country Lead will oversee the technical unit functions by providing technical support and programmatic guidance to each unit.

Summary of Responsibilities

Organizational Leadership and Strategy:

- Contributes significantly to the development of the country strategy; Leads in developing assigned components of the strategy
- Leads implementation of the local strategic plan, ensuring results in assigned areas
- Fosters teamwork and collaboration across the organization
- Provides supportive supervision at department level
- Responsible for performance at department level (programs, financial management)
- Contributes to global initiatives, as requested

Financial and Risk Management:

- Reviews and provides final approval for project workplans and budgets, with a focus on cost efficiency and stewardship
- Leads regular, high-level reviews of project progress and financial monitoring across the program, identifying opportunities for increased cost efficiency
- Ensures internal control systems are functioning
- Contributes to risk mitigation planning for the country office
- Ensures departmental level compliance with Ipas policies
- Leads in ensuring compliance with donor contracts across the portfolio
- Contributes to developing or updating policies, procedures, and standards, in assigned areas
- Ensures dissemination and understanding of Ipas policies, procedures, and standards

Program, technical, or functional content of the job:

- Responsible for managing the execution of programmatic work, ensuring high-quality project implementation and achievement of objectives
- Reviews and provides technical and programmatic inputs into the development for country work plans and budgets, with a focus on cost efficiency and stewardship
- Contributes to new program design and strategy integrating lessons learned and best practices, and ensuring alignment with Ipas mission, values, and strategic plan
- Leads regular, high-level reviews of project progress and financial monitoring across the program, identifying opportunities for increased cost efficiency
- Ensures internal control systems are functioning
- Contributes to risk mitigation planning for the country office
- Ensures departmental level compliance with Ipas policies
- Leads in ensuring compliance with donor contracts across the portfolio
- Contributes to developing or updating policies, procedures, and standards, in assigned areas
- Ensures dissemination and understanding of Ipas policies, procedures, and standards
- Collaborates with operations/technical leads and the Regional Director in reference to allocation of resources, budgetary issues, and program results
- Conducts field visits to program sites in order to provide programmatic oversight and assistance
- Leads and facilitates discussions during technical meetings for South Africa team, and offers strategic and technical recommendations at quarterly review meetings, following up on issues as necessary.
- Interacts with members of other units to meet their objectives, share progress of work, resolve problems, and find alternate workable strategies
- Liaises with Program Support Team on implementation of program work plans, field-level challenges, budget review, and development of proposals and donor reports
- Supports the Regional Director to develop and maintain strong relationships with government officials, partners, and other key stakeholders at the national and state level
- Reports to the Regional Director in reference to special requests, strategic planning, and program results and progress
- Provides leadership, supervision, support, guidance, and constructive feedback to staff and consultants, including the development and tracking of annual performance objectives
- Manages the operation of a unit, section, or a major function and typically directs the activities of supervisory personnel and oversees the work of others who do not directly report to the position

Resource mobilization:

- Contributes to development and leadership of the resource mobilization strategy
- Reviews and approves all external or donor facing project reports, documents, and communications
- Leads project design and proposal preparation efforts
- Approves project designs and proposals for submission

Communications & representation:

- Represents Ipas with a variety of external stakeholders, including partners, counterparts, and donors
- Contributes to positioning Ipas as a leader for SRHR in the country or region
- Reviews and shares learning and results within the Ipas network as well as with counterparts, partners, donors, other country programs and the global Ipas network
- Leads and contributes to the development of key messages and communications strategies and plans, primarily at program or departmental level
- Builds and maintains strong partnerships in relevant areas (Finance, Programs)

Positions Requirements

Minimum

- A deep commitment to sexual and reproductive health and rights, especially abortion and contraception access
- Proven ability to lead and motivate teams and create a positive work environment, including through supportive supervision, strong communication, nonhierarchical leadership approaches, and modeling the Ipas core values.
- Demonstrated capacity and commitment to good stewardship of funds, including strong skills in work planning, budgeting, financial monitoring, and data-driven problem solving.
- Proven ability to build positive working relationships with diverse internal teams and external partners
- Eight (5) or more years of leading program operations and logistics experience
- Previous supervisory experience of a minimum of three full time technical staff members required
- Cross-cultural work experience

Education

- Bachelor's degree but master's degree or higher (or an International Equivalent) in Public Health or a Related Field is preferred.
- Certification in project management. Qualification in Humanitarian action and/or Project Cycle Management and/or Monitoring & Evaluation.

Preferred Qualifications

- Demonstrated skills in leadership, planning, management, and technical skills working with health systems and community programs.
- Strong consultative and negotiation skills.
- Strong critical thinking and problem-solving skills to strategize, plan, and manage resources for successful completion of projects.

- Ability to motivate, influence and collaborate with others.
- Ability to build positive working relationships with district/state/national government officials, UN and other multilateral bodies, NGOs, and donor representatives.
- Must be able to read, write, and speak fluent English and fluent in host country language(s).
- Experience operating in challenging environments.

Working environment :

- Ability to travel up to 30% domestically (with occasional regional or global trips if applicable)

Physical Requirements (check all that apply)				
	None	Light	Moderate	Heavy
Standing		x		
Walking			x	
Kneeling/ Bending		x		
Lifting		x		
Sitting			x	
Talking				x
Hearing				x
Seeing				x
Writing / Typing				x
Driving	x			

Ipas is strongly committed to providing a work environment that is free from all forms of harassment, discrimination, and inequity. We recruit, employ, train, promote, and compensate our personnel without regard to race, age, sex, religion, national origin, color, creed, ancestry, citizenship, marital status, veteran status, military service, disability, genetic information, gender identity, gender expression, transgender status, sexual orientation, or any other personal characteristic protected by law or outlined by Ipas policy.