

Job/Role Title	Business Analyst
Division	Regional Offices / Global MA-facing (Development and Impact) / External Relations
Grade	D
Location	Regional Offices, 1 x London, 1 x TBC depending on Global Lead Opposition & Narratives
Responsible to	AOCs or Head of Portfolio Management or Global Lead Opposition & Narrative
Date	January 2023

Role Purpose:

Draw together information coming from individual MA, partner and cross-regional initiatives/projects - including context, needs, challenges and strengths, and provide a continually updated picture of the common threads, in order to inform programming and investment priorities, joint activity development, capacity building needs and prioritization for engagement in opportunities.

Business Analyst roles may also be identified as Youth roles on organograms. This is to enable the Secretariat to align with the Strategic Framework and support a youth centred focus working in intergenerational teams
Youth roles are on 2 year fixed-term contracts.

Context of role:

IPPF has a clear focus on evidence-based programming and decision-making at all levels of the Federation. We therefore are required to have and maintain a depth of consistent information from MAs and partners to support advocacy, service delivery and continuous learning.

'Architect of Cooperations (AOC)', dedicated to a sub-set of MAs in each region will use the information to support better their grouping of MAs, while at the global level, information will support monitoring programme/project performance, financial utilization and external trends including tracking the opposition.

The information gathered will provide an overall picture of each region and globally. It will cover the main trends and challenges plus support MA-facing and other roles as required. It will map and evaluate MAs objectively when opportunities arise such as Calls for Proposals and, establishment of new IPPF initiatives, so that MAs, who are most in need or most likely to succeed, can be /supported. It will also help MAs in raising their own resources and showcase their work better to local, regional and international stakeholders. Stronger information systems fronted by an 'MA Dashboard' will support our ability to manage the information captured and better use it.

Role Deliverables:

- Gather, collate, analyse and present information ensuring that established work plans and regular support activities are delivered consistent with standards and schedules.
- Advise on issues related to non-compliance with information guidelines/requirements and anticipate issues that may affect delivery against IPPF strategic objectives as a result.
- Consolidate and maintain documentation on performance and best practices to support programme improvement activities.
- Gather and document MA/CP information that supports the creation of organisational profiles.
- Populate tracking/reporting platforms; and maintain guidance and resource tools that support programme implementation, changes and enhancements.
- Assist Architects of Cooperation in follow-up of deliverables and organise provision of compliance training and auditors information.
- Assist Architects of Cooperation in contract management, including processing grant payments, expense reimbursements and follow-up on progress.

- Adhere to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Numerate with proven quantitative and qualitative data management skills
- Experience in DHIS2, Power BI, advanced Microsoft Excel and data warehouse platforms. Online survey package experience is desirable. Knowledge/experience in DHIS2 and Power BI preferred.
- Ability to interact with, coach, train and present to diverse, multicultural and multilingual groups.
- Organisational and time management skills required to multitask and meet tight deadlines.
- Experience of reporting to donors.
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
- Demonstrate an understanding of and commitment to safeguarding in local and international context.

Agree to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment'

