Partners in Population and Development (PPD)
An Inter-Governmental Organization
Promoting South-South Cooperation

Tel: (88 02) 4482 7370, 4482 7371 • Fax: (88 02) 4482 7374
E-mail: partners@ppdsec.org Website: http://www.partners-popdev.org

TITLE:	**Director, PPD Africa Regional Office**
GRADE:	International Professional
STARTING SALARY:	IP-3 Step 2 on PPD Professional Salary Scale (US$71,425.05) Per Annum (Negotiable) excluding Official Car with Driver and other benefits.
LOCATION:	Kampala, Uganda
ASSIGNMENT LENGTH:	Three years (renewable)

PPD's Mission:

The PPD's mission is to assist each other and developing countries to address successfully the sexual and reproductive health and rights, including family planning and HIV/AIDS, population and development challenges. Through Africa Regional Office, the PPD aims to ensure an improved sexual and reproductive health environment and enhanced commitment among policy makers and parliamentarians to address sexual and reproductive health issues, better coordination of sexual and reproductive health programs and south-south collaboration activities, and ensure program sustainability in Sub-Saharan Africa.

Key Goal of the PPD Africa Regional Office:

The key Goal of the Africa Regional Office is to identifying South-South Collaborations that will improve access to and quality of FP/RH (including links to HIV/AIDS prevention) services, preparing proposals and getting them funded.

Purpose of the Position:

To promote, facilitate, and encourage South-South Collaboration among the member and other countries in the Africa Region in the fields of Reproductive Health, HIV/AIDS, Family Planning and Population and Development.

RESPONSIBILITIES:

Primary Functions:

1. To manage PPD Africa Regional Office and provide leadership in ensuring increase commitment to South-South cooperation in the field of Family. Planning, Reproductive Health, Population and Development among PPD member states and others in Africa.

2. To work in close collaboration with member and other countries, partner organizations, members of Regional Teams and Professional Staff in PPD for the promotion of RH activities in Africa.

3. To be responsible for advocacy and resource mobilization activities for the promotion of South-South Collaboration in FP, RH, Population and Development in Africa.

4. To network with all stakeholders, individuals, governments, and donor agencies for enhancing commitment for sexual and reproductive health issues, and for implementation of PPD projects in Africa and outside.

Under the direct supervision of the Executive Director of Partners in Population and Development, the Director of Africa Regional Office will perform following:

Specific Duties:

1. Assist in development of Program Strategy of PPD for Africa and offer assistance to the member and other countries operationalize program strategies in their respective country programs.

2. Manage regional programs; oversee the grants budget for the region, assuring timely grant spending in support of the project implementation.

3. Participate in program reviews, meetings, workshops and the disseminate program findings, learning and experiences among member countries and partners in the region and PPD Secretariat at Dhaka.

4. Develop project proposals for South-South Collaboration for the Region, market them, and assist member countries and the Secretariat for mobilization of funds for RH/HIV AIDS and FP activities in their respective countries.

5. Maintain records and liaison with collaborating institutes in respect of project/program implementation and facilitate establishment of networks among beneficiaries, resource persons, institutes and organizations.

6. Work with the support teams, ensure that measurable, time-framed and result-oriented standards and indicators are in place and regularly monitor and evaluate activities related to the assigned project/program to ensure timely implementation of programs and document short and long-term impact.

7. Identify south-south training, fellowships and leadership development opportunities in Africa Region with research, service and training institutions in the area of reproductive health, population and development and share information with the member countries.

8. Act as the link person and facilitator as appropriate for South-South Collaboration in the Region on matters related to the policy dialogue, Governance meetings, membership contribution, budgeting, resource identification, project/program implementation, corporate visibility and marketing activities.

9. Contribute to strategic planning, monitoring and evaluation of South-South exchanges gathering of contents for organizational documentations and publications with special focus in the Region.

10. Identify and develop opportunities for fundraising; take proactive role in seeking funding from potential donors in collaboration with the PPD Secretariat.

11. Support member countries in their own advocacy work consistent with the regional strategy. Lobby and advocate for greater support to S-S Collaboration in areas of FP, RH, Population and Development and ensure that PPD membership is expanded in Africa.

12. Take responsibility for Regional Office administrative budget; coordinate with PPD Secretariat on budget issues and assure that personnel, administrative and financial

13. procedures are followed and that communications with PPD relevant line staff in the respective areas is ongoing.

14. Carry out any other duty as assigned by the Executive Director of PPD.

EXPECTATIONS FOR THE POSITION:

1. The incumbent will stay abreast of professional standards, trends and issues affecting responsibilities, demonstrating continuous learning of the field of work.

2. S/he will work effectively and collaboratively in support of building a team-based culture of work, will perform all duties appropriately for a multi-cultural environment, treating all persons with dignity and respect, and will be familiar with and committed to PPD Mission and Goals.

3. The incumbent will require frequent travel to country programs within the region, PPD Secretariat in Dhaka and for other international meetings.

QUALIFICATIONS, EXPERIENCE AND REQUIRED SKILLS:

1. Advanced degree (MSc) in Reproductive Health, Population and Development or any relevant field falling under PPD mandate and 15 years' experience in population, development or health science is mandatory. An undergraduate degree (MBBS, MB ChB) in Medicine and Surgery and Postgraduate Training in Medicine and Surgery will be considered as advantage. PhD in Reproductive Health, Population and Development or any relevant field falling under PPD mandate will also be considered an advantage.

2. Minimum of 10 years' experience in Africa Region working on proposal development and project/program implementation and management in the fields of reproductive health or Population and Development is mandatory.

3. At least five years' experience working with Intergovernmental Organisation, International Organisation, UN Agencies (UNFPA, WHO, etc) or large donor agencies while managing reproductive health program at international and Africa Regional levels.

4. Demonstrated knowledge of reproductive health, population and development issues and services as stated in the International Conference on Population and Development Program of Action.

5. Demonstrated ability to develop project proposals for funding, implement, administer and monitor funded project/program and write both technical and financial reports.

6. Excellent communication, negotiation and diplomatic skills. Experience in policy dialogue and communication with high-ranking governmental officials.

7. Good managerial skills including financial and personnel management.

8. Fluent in English. Knowledge of French, Arabic and other African languages would be an added value.

9. Computer expertise in MS Word, Excel, PowerPoint, MS Project and familiarity with Internet is desired.

10. Experience of holding major international, regional and national forums.

Submission of Applications

Interested candidates from PPD member states are invited to submit their curriculum vitae (CV) together with certified copies of relevant academic and professional certificates and certified copy of passport biodata page by 12 April 2026 to the following address:

The Executive Director
Partners in Population and Development (PPD)
Block-F, Plot-17/B&C
Sher-e-Bangla Nagar
Administrative Zone
Agargaon, Dhaka 1207
Bangladesh
Email: ed@ppdsec.org