



Global HR Operations, Benefits and Reward Manager

July 2024



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Corporation

Introduction

I am delighted that you are interested in becoming IPPF's Global HR Operations, Benefits and Rewards Manager, at this critical time for sexual and reproductive health and rights. Our Federation has a bold new strategy, and Member Associations in over 120 countries are at the forefront of delivering quality services, comprehensive information and advocating for just laws so that more people in more places for more circumstances may realise their sexual and reproductive health and rights (SRHR).

As a Secretariat we have transformed to ensure we are equipped to face the challenges ahead. Through a new structure, newly created roles and new ways of working, we are leveraging the capacity of the whole Secretariat. Our very existence manifests just how the demand for dignity in sexual and reproductive health and rights is universal to people the world over. But that world is changing rapidly. Tough challenges must be confronted - the toxic legacies of longstanding racism, sexism and homophobia, for example; the deepening impacts of the climate crisis, violence, and inequalities; the escalating consequences of new technologies, population displacements, and habitat destruction.

We are now looking for people to join us and make our 'Come Together-Strategy 2028,' a reality. Revolutionising IPPF, placing it in a stronger position to support SRHR for those who are left out, locked out, or left behind. Come Together commits IPPF to shaping laws, policies and norms through feminist action and international solidarity; and to strengthen the Federation, adding new drive for real and lasting impact.

I would invite you to take this opportunity to see how your leadership can contribute towards our strategy. As we transform the approach to People Organisation & Culture, we are looking to be more dynamic, agile and diverse. Building consistency, keeping on the 'front foot' of evolving people practices, automating our people services. The Global HR Operations, Benefits and Reward Manager will work collaboratively with People Partners, HR Focal points and others to ensure the development of processes, tools and platforms are fit for purpose and supporting the Secretariat deliver the Strategic Framework.

If this is your passion, and your personal commitment is backed with the skills and experience for this exciting global role, please take the next step and apply.

Dr Alvaro Bermejo, Director General



About IPPF

IPPF (International Planned Parenthood Federation) is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all.

Led by a courageous and determined group of women, IPPF was founded in 1952 at the Third International Planned Parenthood Conference. Today, we are a movement of 150 Member Associations and Collaborative Partners with a presence in over 146 countries.

Our work is wide-ranging, including comprehensive sex education, provision of contraceptives, safe abortion, and maternal care and responding to humanitarian crises. We pride ourselves on being local through our members and global through our network.

At the heart of our mission is providing – and advocacy in support of – integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and, crucially, no matter how remote.



Why Join IPPF

IPPF offers meaningful work, an inspiring environment, professional growth, and the chance to make a lasting impact on the lives of individuals and communities around the world. Working for IPPF offers a compelling value proposition:

- **Mission-Driven Organization:** IPPF is a globally recognized leader. By joining IPPF, you become part of a mission-driven organization dedicated to empowering individuals and communities, advancing gender equality, and improving access to comprehensive healthcare services.
- **Bringing Positive Change:** IPPF brings positive change to the lives of millions of people worldwide. Reducing maternal mortality, preventing unintended pregnancies, combating gender-based violence, promoting comprehensive sexuality education, and advocating for the realization of sexual and reproductive health, rights and justice for all, and especially marginalized people.
- **Global Reach and Influence:** IPPF's Secretariat works in 6 regions with a registered office in London providing the opportunity to work across different cultures and geographies, collaborating with diverse teams with different lived experiences, different languages, and sexual orientation. Providing a unique opportunity to work on a global scale to shape change and implement innovative approaches that help colleagues operate at their best to support the sexual and reproductive health needs of communities worldwide.
- **Foster Professional Development:** IPPF offers the opportunity for you to support the Secretariat and its leadership on a transformational journey of system-wide culture change, bringing ideas for new ways of working and space for you to utilize your full skills-set while broadening your expertise to thrive in a truly diverse, multi-cultural environment as part of the global leadership team.
- **Commitment to Diversity and Inclusion:** IPPF is committed to diversity, equity, and inclusion in all aspects of its work. You will play a crucial role in building an inclusive and equitable organization that respects and values individuals' backgrounds, experiences, and identities.



'Come Together' – IPPF Strategy 2028

To be impactful in a world of change, IPPF must change too. That is what Strategy 2028 is all about.

Come Together is written simply to be understood widely. It is informed by young people who want more inclusive and accessible language. The strategy aims to demystify Sexual and Reproductive Health and Rights (SRHR) and to speak in direct terms about the federation and its strategic ambitions. It speaks in a collective voice that recognises IPPF's diversity as well as its sense of solidarity and shared mission.

The structure of the strategy is also simple. It has four pillars. Three pillars face outwards to the world and one faces inwards to the federation. Each pillar contains a goal and three pathways. The pathways are the actions we need to prioritise to achieve our goals. The pathways are accompanied by sets of change commitments. The pillars and pathways bring focus and direction. But they are not mutually exclusive. Throughout the strategy, linkages bridge and weave across the different pillars and pathways. None exists in isolation. Core IPPF areas such as gender, youth, humanitarian, or rights cannot be fitted into a single pillar. They run across the strategy.

Come Together builds on IPPF's previous strategy, but it is also a departure from it. The biggest change is the commitment by member associations and the Secretariat to focus resources on reaching people who are being excluded and marginalised with quality and people-centred care. Come Together further commits IPPF to shaping laws, policies and norms through feminist action and international solidarity. Thirdly, Come Together commits to nurturing the federation, addressing shortcomings and adding new impetus for real and lasting impact.

[See here for further information](#)



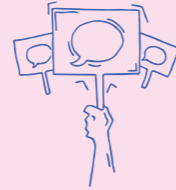
IPPF STRATEGY 4 PILLARS



1. Center care on people

Expand Choice
Widen Access
Advance Digital & Self Care

- Proportion of [service providing] MAS/CPs providing IPES-plus AND meeting quality standards.
- Number of clients served by type of services and model of care (including Digital Health Interventions (DHIS), facilitated self-care) with focus on adolescents and young people, people in humanitarian settings and other marginalized and excluded people.
- Number of services provided by type of services and model of care (including DHIS, facilitated self-care) with focus on adolescents and young people, people in humanitarian settings and other marginalized and excluded people.
- Aggregated proportion of MAS/CPs' contribution to the national SRH services provided in their countries.



2. Move the sexuality agenda

Ground Advocacy Shift Norms
Act with Youth

- Number of successful policy initiatives and legislative changes in support or defence of SRHR. 6. Shifts in perception and attitudes in relation to gender equality and inclusion across the Federation and the communities we serve.
- Quality, reach and impact of CSE, youth-centred care, and progress in youth engagement in the Federation.



3. Solidarity for change

Support Social Movements
Build Strategic Partnerships
Innovate & Share Knowledge

- IPPF's contribution in supporting social movements and defending activists.
- Number of intra- and inter-sector campaigns delivered by the federation in support or defence of SRHR, through a diversity and decolonization lens. 10. Proportion of research and evidence initiatives generated by MA-led centres of learning that are from the global south.



4. Nurture our federation

Walk the Talk
Chart our Identity
Grow our Federation

- Proportion MAS/CPs receiving less than 50% of their income from one single donor.
- Overall Secretariat Efficiency Score.

The Role

Role:

Global HR Operations, Benefits and Reward Manager

Responsible to:

Director - People, Organisation & Culture

Location:

London, Nairobi, Tunis or Delhi

Working Days:

Full-Time (Hybrid Working)

Salary:

- UK Based (GBP): 50,000 – 73,197
- Kenya Based (KES): 929,520 – 1,673,520
- India Based (INR): 1,854,420 – 3,337,956
- Tunisia Based (TND): 98,100 – 156,948



What you'll do

As Global HR Operations, Benefits and Reward Manager, you will be a thought partner and lead on strategic projects across HR Operations, benefits and reward, with the objective of delivering world-class HR services to all IPPF staff.

You will support our Secretariat of just under 300 people to manage HR operations and oversee our benefits and reward approaches. You will...

Optimize HR Operations workflows

- Manage, align, and improve HR operations workflows
- Lead HR processes, identifying improvements to better meet the needs of IPPF, drive efficiency and improve the employee experience
- Manage the relationship with our HR systems providers to continually evolve our service

Align our global benefits and reward

- Oversee and manage our global benefits to ensure they meet the needs of our employees, and are aligned to our values
- Lead on our strategic approach to pay and reward across the Secretariat, ensuring equity and consistency and working with local teams to adhere to local legal, tax and regulatory requirements

- Manage the relationship with our global payroll and benefits providers

Lead our functional efforts to extract better insights and more efficiencies from our systems

- Lead on our strategic approach to the data we collect, reporting, insights and recommendations
- Work with the regions and systems to collate and synthesize requirements
- Manage and lead ad-hoc HR Operations projects where appropriate. This could include policy, implementation, data protection; acquisition, integration and support
- Support the Director POC with governance related requirements across IPPF, the Board and Senior Leadership Team.



Candidate Profile

What you're good at

- Building trust and working collaboratively with all levels and key stakeholders across a complex organisation
- Organisation, with ability to plan, set goals, and manage multiple projects simultaneously within a fast-moving environment
- Analytics and executive presence (comfortable presenting and facilitating productive discussions). Influencing skills will be essential for this role
- Attention to detail – ability to provide quick turnaround and updates for multiple requests, while maintaining strong reputation of high-quality work
- Display discretion when handling confidential/sensitive information

Your Expertise

- A relevant qualification and/or experience in a relevant subject (Degree or CIPD would be helpful)
- Experience of Reward and Job Design would be helpful, with a track record in job evaluation and setting/ managing pay scales and grading systems.
- Experience of advising on HR matters in multiple international jurisdictions and an understanding of how to work in different payroll/tax environments.
- Track record of working successfully with diverse, multicultural and multilingual groups.
- Strong organisational and time management skills with project management experience.
- Communication skills with the ability to translate technical jargon for non-technical people.
- Excellent English speaking/writing, and at least one other of the Secretariat languages to a good level – French or Spanish. Arabic is also a Secretariat language, so knowledge of it would be helpful.

Our Ethos

We are committed to the highest levels of safeguarding in local and international contexts. We value our diversity and expect people to contribute to creating inclusive environments where everyone is valued and respected. We are an intersectional, feminist, anti-

racist organisation which is passionate about sexual reproductive healthcare rights + justice, including safe abortion. We support peoples' rights regardless of sexuality or gender identity/expression and are supportive of sex workers' rights to access healthcare.



How to Apply

All correspondence, at this stage, should be via Oxford HR.

To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit. The document should be saved in PDF in the following format: *Your First Name-Your Last Name-Documents Name-Date (mmyy)* e.g., *Pat-Jones-CV-012023-Organisation* or *Pat-Jones-CoverLetter-012024- Organisation*.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government’s new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

Timeline

Closing Date:	5th September 2024
First stage interviews:	TBD
Final interviews:	TBD

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of IPPF’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information or require reasonable adjustments to support with your application, please email;

Principal Consultant, Nicola Hogarth - nhogarth@oxfordhr.com in the first instance. Please write in the subject line: **IPPF HR Global Operations role.**



About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals.

Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success. Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.





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Washington

Opening Soon!