

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title: Internship, YSAFE Network Coordinator		Division: IPPF European Network	
Location: Brussels	Responsible to: Director Programme and Advocacy	Date: November 2007	
Duration: 6 months			
1. JOB PURPOSE			
To ensure the effective launching and functioning of the IPPF EN Y-Safe youth network and to provide support in the implementation of IPPF EN (EN) youth related regional initiatives.			
2. KEY TASKS			
Please 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.			
a) Y-Safe Network			
1. Acquire in-depth knowledge and understanding of the YSAFE project as well as IPPF reporting requirements and procedures.			
2. Ensure the effective implementation of all activities as per the YSAFE annual work plan.			
3. Provide member associations with full information on the network and its activities and solicit their proactive support in recruiting network members.			
4. Apply the network procedures for the recruitment of members.			
5. Encourage and ensure the active and meaningful participation of network members in all aspects of the YSAFE project.			
6. Ensure the ongoing update of the YSAFE website as an information and communication tool (with the support of EN technical staff).			
7. Facilitate communication between YSAFE members and particularly via Internet discussions and fora.			
8. Support the YSAFE steering group and its task forces.			
9. Coordinate the content and logistics for all meetings and consultations planned under the project.			
10. Develop strong linkages and coordinate with other youth networks in the region.			
11. Participate in sub-regional workshops and conduct pre-/post evaluation and draft reports			
12. Identify in consultation with the Director Programme and Advocacy, technical assistance needs of the project and relevant experts to provide such assistance			
13. Keep P&A Director and colleagues informed of progress and developments in project implementation.			
b) Other Programme and Advocacy Department tasks			
1. Coordinate/participate in other regional office activities and initiatives related to the SRHR of young people as agreed with the P&A Director.			
2. Work in close collaboration with colleagues in the P&A department, in particular with the Project of the EC-funded Safe project.			
3. Participate in P&A meetings, workshops and task forces as agreed with the P&A Director.			
4. Perform other tasks that may be assigned by the Director Programme and Advocacy			
5. Build and maintain positive relationships with all members of staff at EN RO and seek co-operation to enhance the quality of the project. In particular, work closely with the EN RO Youth Focal Point.			
6. Familiarise oneself with the IPPF EN Staff Handbook			
N/A.			
b) Any financial responsibilities carried by the job holder.			

Budgets related to the project
4. EDUCATION & QUALIFICATIONS
Please describe the likely educational/training background of the job holder.
University degree in social sciences or humanities; training in non-medical preventive health, gender and development
5. PROFESSIONAL EXPERIENCE
Experience in the following areas is a requirement: <ul style="list-style-type: none">• projects relating to the SRHR of young people;• working directly with young people;• youth networks (either as a member or facilitator/leader) Experience in project proposal development, project management and reporting would be an asset, as would experience in communication, development of materials for young people. MUST be a current YSAFE member.
6. SKILLS
Programme and project coordination skills; analytical skills (population and health data); technical report writing; administrative and organisational; good level of computer literacy; fluency in English is essential. Excellent interpersonal communication skills and a commitment to participation are a must.
7. PERSONAL COMPETENCE
Please describe the characteristics of superior job performance
A commitment to human rights issues ; open mind to ideas and people, able to work in a multicultural environment ; willing and able to travel within the Region ; ability to work under pressure and to meet deadlines; ability to work on own initiative ; flexibility and ability to work in team situations; having a good sense of humour