

EMPLOYMENT OPPORTUNITY WOMEN'S REFUGEE COMMISSION

Coordinator, Training Partnership Initiative Inter-Agency Working Group on RH in Crises Part-Time Position

BACKGROUND:

The Inter-agency Working Group (IAWG) on Reproductive Health in Crises is a broad-based, highly collaborative coalition with an 18-member agency steering committee representing United Nations, government, non-governmental, research and donor organizations. Formed in 1995, and currently a network of over 1,800 individual members from 450 agencies, IAWG remains committed to expanding and strengthening access to quality RH services for people affected by conflict and natural disaster. The IAWG's collaborative network is an essential platform for sharing lessons learned, conducting advocacy, implementing shared research agendas, and establishing standards and guidelines for the provision of RH services in emergencies.

The IAWG Training Partnership (IAWG-TP) for RH in Crises was formed in 2006, with a specific focus on developing the capacity of RH stakeholders from the global South. The overall goal of the IAWG-TP is to support the development of regional and local capacity to effectively coordinate and deliver quality RH services from the onset of a crisis response. The IAWG-TP strategy focuses on a non-vertical approach to capacity development, including South-South partnerships, which ensures the effectiveness and sustainability of capacity development efforts. The creation of a new position - the IAWG-TP coordinator – is critical in reenergizing the IAWG-TP and moving its agenda forward. The coordinator will facilitate the sharing of IAWG curricula, publications, tools, best practices in RH training and service delivery; liaise with organizations and institutes; ensure expert exchange; encourage South-South partnerships; coordinate research requests; and facilitate/participate in regional and institutional trainings and meetings.

SCOPE OF WORK:

The IAWG-TP Coordinator will be responsible for:

- Organizing monthly conference calls with the IAWG-TP sub-working group and partner institutions
 - Develop agendas
 - Disseminate minutes
 - Follow-up on relevant action items
- Managing the IAWG-TP platform on the IAWG website
 - Oversee development of an IAWG-TP platform within the existing IAWG website, which includes liaising with a web firm (TBD) and key IAWG-TP stakeholders.
 - Spearhead updates to the platform including upcoming trainings and other events, new resources, tools, curricula and links.
 - Reviewing newly developed pages and links for accuracy, and communicating with other networks and websites for mutual linkages, for example, the Women's Refugee Commission's [Mama Platform](#).
 - Establish and maintain a roster of RH trainers from partner training institutions and manage email listserv and other communications with the roster.
 - Monitor website metrics every three months, report to IAWG-TP sub-working group and adapt the website as appropriate.
- Organizing annual IAWG-TP Meeting:
 - The coordinator will be responsible for all coordination and logistics of the IAWG-TP annual meeting (location TBD) which will bring together representatives from partner organizations from around the world and provide opportunities to discuss newly developed modules and approaches to delivering RH

trainings and capacity building initiatives in the most effective and sustainable manner in crisis-prone countries. Previous meetings have taken place in Geneva, New York and Cairo.

- Responsibilities include on-site logistics, developing and updating the draft agenda per IAWG-TP sub-working group input, soliciting presenter abstracts, communicating with participants, managing meeting registration, organizing sponsored participants, developing marketing goods such as meeting fliers and posters, compiling meeting handouts, drafting meeting minutes, among other tasks.
- Support Fundraising Activities for the IAWG-TP:
 - Mapping of fundraising opportunities, possible proposal writing and follow-up with donors
 - Primary responsibility for managing current IAWG-TP budget
 - Contribute to reporting requirements to current funders

EXPECTED OUTPUTS

- Smooth implementation of annual IAWG-TP Meeting
- Fully implemented IAWG-TP web-platform integrated into existing IAWG and Mama websites
- Roster of IAWG-TP partner institutions developed and listserv maintained
- Reporting requirements - Contribute to quarterly reports to BPRM and OFDA in partnership with WRC and IAWG Coordinator

GUIDANCE AND SUPERVISION

- The IAWG-TP Coordination position will be hosted and supervised by the WRC HQ in New York
- The IAWG-TP sub-working group (SWG) will provide technical guidance and support.
- The candidate will be supervised by the IAWG Coordinator (WRC Program Officer) and the Director of RH Programs at the WRC.

REQUIREMENTS:

- A degree/diploma in health, public health or related field.
- At least 2 years experience working with humanitarian or development NGOs, UN or Government agencies.
- Experience or demonstrated interest working in reproductive health.
- Experience in humanitarian settings a plus.
- Coordination skills and experience.
- Fundraising experience a plus.
- Excellent writing and reporting skills.
- Excellent interpersonal communication skills.
- Excellent organization and time-management.
- English fluency required.
- Experience in web-site management and social media a plus.
- Proficient French or Arabic skills a plus.

To apply, please send a cover letter and resume to: WRCJobs@wrcommission.org

Location: New York, NY

Position: Part-time (20 hours/week)

Posted: March 31, 2015

Closing Date: April 30, 2015

The Women's Commission considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

The Women's Commission is an equal opportunity employer.