**Job/Role Title : Expedition & General Assistant**

**Grade : A**

**Responsible to : Head of Corporate Services**

**Location : Cotonou, Benin**

**Role Purpose:**

The Expedition & General Assistant will provide daily administrative, operational and driving support to the IPPF West & Central Africa Sub-Office, ensuring smooth office operations.

**Context of Role:**

The International Planned Parenthood Federation (IPPF) is a leading global provider of sexual and reproductive health (SRH) services and a strong advocate for sexual and reproductive health and rights (SRHR) for all. It operates through a network of more than 120 Member Associations worldwide.

In Africa, IPPF works in partnership with civil society organizations, governments, the African Union (AU), regional economic communities (RECs), and the United Nations to strengthen political and financial commitments to SRHR. The IPPF Africa Region (IPPFAR) is headquartered in Nairobi, Kenya, with a sub-office in Cotonou, Benin. It supports Member Associations in over 40 countries across Sub-Saharan Africa, addressing the region’s most pressing SRH challenges through a robust network of Member Associations, strategic partners, and volunteers.

**Deliverables**:

**Driving-related:**

* Provide safe and timely transportation for staff, expatriates, and official visitors.
* Ensure daily checks and basic maintenance (fuel, oil, tires, etc.) of official vehicles to keep them in good, serviceable condition.
* Coordinate routine servicing and repairs of vehicles with approved garages in consultation with the supervisor.
* Maintain accurate vehicle logbooks (travel mileage, fuel consumption, servicing records).
* Ensure timely delivery and collection of official mail and documents to/from government offices, partners, embassies, and service providers.
* Support expatriate staff and dependents during arrival and relocation (airport pickup, errands, basic orientation).
* Provide logistical driving support during workshops, conferences, and other official events.
* Adhere strictly to IPPF’s safeguarding and safety protocols while driving or supporting movements.
* Assist with vehicle registration/insurance renewals when delegated.

**Administration-related:**

* Ensure a clean, safe, and functional office environment by overseeing the availability and condition of office utilities and supplies.
* Support meeting and event logistics (e.g. room setup, materials, refreshments, transportation).
* Monitor and support minor maintenance and facility needs.
* Receive and guide visitors and assist with courier deliveries.
* Ensure adequate stock of stationery and kitchen supplies is maintained and reordered timely.
* Supervise and coordinate the work of office cleaners and collaborate with security personnel as needed.
* Assist in the preparation for onboarding of new staff (workspace readiness, basic welcome support).
* Maintain simple inventory records of office furniture and equipment, under the guidance of the procurement/admin officer.
* Provide clerical support such as photocopying, filing, and scanning as needed.
* Support daily administrative tasks related to Finance, HR, and Procurement, such as organizing files, submitting forms, and delivering or collecting documents from service providers or authorities.
* Provide project teams with routine administrative support, including drafting basic documents, preparing purchase requisitions (PRs), and visiting suppliers or service providers to collect quotations or verify service conditions.
* Perform other duties assigned by the supervisor within the scope of the role.

**Reporting/Management Responsibility:**

* **N/A**

**Expertise/Skills:**

* Proven experience in a similar position, preferably in the NGO or development sector.
* High level of integrity, honesty, and the ability to maintain strict confidentiality.
* Strong knowledge of local routes and a good sense of orientation.
* Computer literacy, with working knowledge of Microsoft Word, Excel, and PowerPoint.
* Strong attention to detail and a diligent work ethic.
* Excellent interpersonal and communication skills.
* Fluency in French (spoken and written); working knowledge of English is an asset.
* Commitment to IPPF’s mission, vision, and values, and adherence to IPPFAR’s policies, procedures, and code of conduct.
* Demonstrated initiative and ability to work independently, as well as collaboratively in a team.
* Proven ability to maintain flexibility and willingness to work outside of standard hours when required.
* Ability to always ensure the safety and security of the vehicle and its passengers.
* Demonstrated sound judgment and discretion in decision-making.
* Commitment to continuous improvement and high performance.

**Your Ethos:**

* Demonstrate an understanding of and commitment to safeguarding in a local and international context.
* Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
* An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
* Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of workers’ rights and access to health care in sex work.

**HOW TO APPLY**

This is a **national position**. Interested candidate must have the right to work in **Benin.**

Interested individuals should fill the application form attached below and submit a 1-page cover letter to: hroffice@ippf.org with the job position you are applying for as the subject of the email by **12th JuLY 2025**.**Please note that IPPFAR will not consider applications that are not done in the requested format.**

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

*IPPF has​ been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF.  These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).*

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. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

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