

Junior Professional Officer Programme (JPO) Chiffre Nr. 2023-1-31

I. JOB DESCRIPTION

Job Title:	Junior Professional Officer , Policy and Technical Analyst (JPO)
Organization:	International Fund for Agricultural Development (IFAD)
Department/ Unit	Programme Management Department/ Front Office
Country and Duty Station:	Rome Headquarter
Duration and Type of Assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.	
Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

II. ORGANIZATIONAL CONTEXT

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national, and international level for policies that contribute to rural transformation.

The Programme Management Department is responsible for developing and managing the operations that IFAD supports through its loans and grants. This includes an ongoing portfolio of 200+ projects, with an approximate value of US\$8 billion, and the delivery of new projects and grants for approval to the Executive Board three times a year (for an approximate value of \$1.5 billion of new lending). The Department is headed by the Associate Vice President (AVP) and comprises five Regional Divisions and the Operational Policy and Results Division. In carrying out his role and responsibilities the AVP is supported by a Front Office, composed of a team of advisors and administrative staff.

With an ambitious IFAD lending programme to deliver, a focused agenda to improve the performance and development impact of the IFAD project portfolio, and a series of corporate commitments to deliver against, the AVP and his Front Office are heavily engaged in developing new ideas, systems, and processes for strategic and operational management, and in building new and effective teams across the department.

III. POST 'S ORGANIZATIONAL ACCOUNTABILITY

The JPO would support this agenda, working under the direct supervision of the Lead Policy and Technical Advisor to the AVP / PMD, and would have specific responsibilities for collating and substantively analysing data and information, from both within the department and beyond; and for presenting it to the advisors and the AVP. S/He would work closely with the advisors and the AVP himself, as well as the other divisions of PMD. The assignment will be demanding and challenging, and it will offer a unique opportunity to work at the operational heart of an international development finance institution, contribute to the department's change agenda, and be recognised for that contribution.

Position Title of Overall Supervisor: Lead Policy and Technical Advisor to the AVP / PMD

IV. THE JPO POSITION

The JPO will provide analytical and research support to the work of the Associate Vice President and his advisors, so that the Associate Vice President is able to regularly access reliable data and analysis concerning the department programme portfolio, enabling him to make informed decisions about programme management as well as to effectively engage in strategic corporate processes and in internal and external events. This could include compiling or analysing background data or information to be incorporated into public meetings and speeches, conducting tailored analyses of issues related to country programming and project implementation performance and quality, writing up case studies on country level policy engagement within the portfolio, compiling reports on the policy and institutional capacity of IFAD member states using existing analysis completed by outside firms, or supporting the preparation of country economic briefs. S/He will be expected to present the findings of his/her work, to the AVP and the PMD leadership team, and to participate in meetings and events with external partners. The JPO will also be expected to contribute to coordination efforts that support the design and operational implementation of special programmes overseen by the Associate Vice President, including through collaboration with other departments in IFAD.

The JPO will work under the overall strategic, policy and management advice, and supervision of the Lead Policy and Technical Advisor to the AVP / PMD. S/He will also work collaboratively with other members of the PMD Front Office, particularly the Senior Technical Advisor, and the AVP himself.

V. DUTIES AND RESPONSIBILITIES

Duties and responsibilities will be expected to evolve during the period of the assignment. As the JPO learns and gains experience, and subject to the progress made (something that will be actively supported by the Lead Policy and Technical Advisor and Senior Technical Advisor to the AVP), s/he will be expected to carry out increasingly substantive work, and to work with a higher level of independence. Specific duties and responsibilities will include, but not be limited to, the following:

- Assisting in the delivery of PMD's operational mandate through the timely provision and dissemination of evidence and analysis
- Assisting the advisors to the AVP on their roles related to coordination of country level policy engagement

- Assisting in the production of research or analysis (quantitative and qualitative) to feed into Departmental outputs.
- Assisting the advisors to the AVP on their roles related to support to the AVP in making informed decisions related to portfolio management and participation in key corporate and external processes.
- Presenting his/her analysis to the AVP and the leadership team of PMD.
- Contributing to the design and operational implementation of special projects as assigned, such as the Crisis Response Initiative responding to the crisis in Ukraine, GAFSP and EC Food Response initiative.
- Supporting the organization of cross-divisional and cross-departmental strategic planning meetings.
- Participating in departmental meetings; in cross-departmental and corporate meetings and events; and in external events with representatives of other international development organizations – particularly co-financing partners and other partners of strategic priority for the department – and IFAD member governments.
- Supporting Advisors in various partnership related initiatives of the PMD Front Office, with the UN and IFIs.

VI. QUALIFICATIONS AND SKILLS REQUIRED

Education and experience:

- **Master's degree** from an accredited institution in the field of specialization, e.g., economics / agricultural economics, development, political science, or international relations
- At least two years' experience providing research, background and analysis for issues related to international and rural development
- Previous experience in supporting operations within a national or international development institution would be considered an advantage

Organizational/technical competencies:

Organizational

- Strategic thinking and organizational development: Personal influence
- Demonstrating Leadership: Personal leadership and attitude to change
- Learning, sharing knowledge and innovating: Continuously seeks to learn, shares knowledge and innovates
- Focusing on clients: Focuses on clients
- Problem solving and decision making: Demonstrates sound problem solving and decision-making ability
- Managing time, resources, and information: Manages own time, information, and resources effectively

- Teamwork: Contributes effectively to the team
- Communicating and negotiating: Communicates effectively: creates understanding between self and others
- Building relationships and partnerships: Builds and maintains effective working relationships

Technical

- Ability to research and synthesize complex information
- Ability to undertake quantitative analysis and facility with numbers
- Excellent writing and drafting skills in English
- Familiarity with development partners – especially other multilateral lending institutions

Language and other skills:

- Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, Chinese, French or Spanish) is desirable.

VII. TRAINING Components and Learning Elements:

Training components:

- On the job training in IFAD operational policies and procedures and programme management, including exposure to the technical areas of IFAD, such as social inclusion and climate, rural development.
- Participation in training (e.g., budgeting, operational policies, M&E) organised by IFAD.
- Direct coaching by Senior Technical Advisor, Lead Technical and Policy Advisor and the AVP, PMD.

Learning elements:

- Project level, ability to provide quantitative and qualitative analysis, and communicate to various stakeholders in and outside IFAD.
- Communicating effectively to suit various audience in a highly diverse setting.
- Learning how to reach out to various internal and external clients, listening and responding effectively; and efficiently to technical queries and building relationships.
- Learning how to be an agent of change, client orientation and service.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen
(BFIO) unter Angabe der Chiffre Nr. 2023-1-31 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de