

Junior Professional Officer (JPO)

I. JOB DESCRIPTION

Job Title:	Junior Professional Officer, Office of the President and Vice-President
Agency:	IFAD – International Fund for Agricultural Development
Organizational Unit:	Office of the President and Vice-President
Country and Duty Station:	Rome, Italy
Duration and Type of Assignment:	2 years with possibility of extension for another year - <i>One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement , and availability of funds.</i>
Work experience:	Relevant internships are counted if they are remunerated. It should be a regular salary. The salary may be low, but a token payment is not considered a salary payment in this regard.
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. POST'S ORGANIZATIONAL ACCOUNTABILITY:

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 JPO will contribute to the overall functions of the Vice-President in the Office of the President and Vice President and assist in the coordination of the respective workflow and administration. In close collaboration with the Senior Advisor to the Vice President, the JPO plays a key role in providing analytical support and technical backstopping to the Vice-President. In particular, the JPO will provide support to the Vice President in his/her function as Chair of the Operational Strategy and Policy Guidance Committee. In this role the JPO will be analyzing IFAD-funded project concept notes and country strategies and providing related

briefs, support initiatives and proposals on policy matters and corporate initiatives as needed, prepare contextual information materials and analyze and monitor political developments, trends and emerging issues that are relevant for IFAD's mandate as requested by the Vice-President.

Under the supervision of the Vice-President, the accountabilities/ key results include:

- Analytical support and support to the review of IFAD-funded project concept notes
- Support the coordination, monitoring and reporting of activities for the Vice-President
- Support to outreach activities and knowledge management
- Agent of Change

III. KEY RESULTS EXPECTED/MAJOR FUNCTIONAL ACTIVITIES

Analytical support and support to policy analysis:

- Support to the Vice President in his/her function as Chair of the Operational Strategy and Policy Guidance Committee, analyzing IFAD-funded project concept notes and country strategies and providing related briefs.
- Support the review and analyze proposals on policy matters and corporate initiatives, and prepare summaries and analytical briefs on contextual information materials as needed.
- Identify, analyse and monitor political developments, trends and emerging issues relevant for IFAD's mandate, and provide inputs on issues to the Vice-President.
- Prepares briefs, analyses and short papers on various subjects, as needed for the Vice-President.
- Assess implications and make recommendations on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives as needed.

Support the Coordination, Monitoring and Reporting in the Office of the Vice-President

The JPO supports the Vice-President in coordinating its office workflow and administration, demonstrating good judgment with a sense of priorities and effective sequencing of activities or events. In collaboration with the Vice President's front office, s/he will monitor progress on initiatives and agreed outputs for programme of work related to the Vice-President, liaising with divisions to ensure effective and timely action.

Support to outreach activities and knowledge management

- Support the preparation of official missions, meetings (e.g. governing bodies), conferences, events, and internal forums. Prepare written summaries of meetings/visits and assist with follow-up activities, as appropriate. In particular, assist in the preparation and review of concise info packs of relevant material which includes the coordination of policy papers, reports, speeches, presentations, publications, position papers, guidelines, talking points and other documentation involving the Vice-President in committees, conferences, workshops, media events, meetings with key stakeholders, etc.;
- Share knowledge and experiences generated through activities such as analytical studies and ensure access to the latest sources of knowledge and innovation for the Office of the Vice-President.

Agent of Change

The incumbent understands and applies the principles of change management and proactively serves as a role model for transformation and capacity for acceptance of change. At this level, the incumbent manages change through consultations with peers at his/her level in all IFAD

offices to build understanding of and to ensure open and regular communications pertaining to current and planned changes.

MANAGERIAL FUNCTIONS: The incumbent is accountable for integrity, transparency, and equity in the management of IFAD resources.

IV. IMPACT OF KEY RESULTS/KEY PERFORMANCE INDICATORS

Technical analysis and synthesis of information and data creates the foundation for the Vice-President's decision-making and quality of programme of work for the Vice-President. The work requires good technical analysis and the capacity to apply conceptual models and policy frameworks. The incumbent supports the Vice-President on the corporate programme, goals and objectives by assisting in the coordination, monitoring and reviewing of all initiatives, policies and papers.

V. REPRESENTATION / WORK RELATIONSHIPS

Under the supervision of the Vice-President, in collaboration with the other professional staff within the Office of the President and Vice-President, the incumbent supports the timely, efficient and consistent political alignment of the activities of the Vice-President.

The work relationships of the incumbent are primarily gathering and analysing of information and building and maintaining collaborative working relationships with counterparts and other partners to maintain and project the image of IFAD as a credible/reliable partner striving for harmonization of development activities.

VI. COMPETENCIES

Organizational competencies

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrating Leadership:** Personal Leadership and attitude to change
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture
- **Focusing on clients:** Contributes to a client-focused culture
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources
- **Team Work:** Fosters a cohesive team environment
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally
- **Managing performance and developing staff:** Manages staff and teams effectively

Technical/Functional

- Demonstrated competency in analysis and synthesis of information.

- Strong diplomatic and communication skills and the ability to establish and maintain effective working relationships with diverse stakeholders, internally and externally.
- Ability of maintaining a high level of confidentiality and handling sensitive issues with good judgement and care. Act with diplomacy and tact.
- Ability to work under pressure with tight deadlines and multiple priorities on high level activities. Personal resilience and flexibility are important.
- Ensures that in all matters the Office of the Vice-President upholds IFAD's core values - Results, Integrity, Professionalism and Respect.

VII. MINIMUM RECRUITMENT QUALIFICATIONS

Education:

- **Master's degree** from an accredited academic institution in economics, international development, rural development, rural finance, business administration, international affairs, management or any related field.

Experience:

- At least 2 years' of progressively relevant professional experience in a related role providing analytical support within an international financial institution, development cooperation agencies and/or the United Nations system.
- Proven track record in reviewing and analyzing financial documents.
- Proven exposure to high-level inter-agency debate is an asset.

Language requirements:

- Excellent written and verbal communication skills in English, including the ability to set out a coherent analysis in presentations and ability to craft high-quality written products.
- Working knowledge of another working language (Arabic, French, or Spanish) is desirable.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

Alle Informationen finden Sie unter www.bfio.de