

JOB DESCRIPTION

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: 1st year and 2 nd year: Manila, Philippines (ICO) 3 rd year (if applicable): Bangkok, Thailand (RO)
Department: Programme Management Department (PMD)	Division/Unit: Asia and the Pacific Region (APR)
Duration of Assignment: 2 years (renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in Bangkok, Thailand (RO), will depend on availability of financial resources and the candidate's performance.	Effective Date: As soon as possible

1. Organisational 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 (PMD), under the leadership of the Associate Vice-President, is responsible for the overall programme of loans and grants of the Fund and is composed of five regional divisions (Asia and the Pacific; East and Southern Africa; Latin America and the Caribbean; Near East, North Africa and Europe Division) and an Operational Policy and Results Division.

In the Philippines, IFAD is working to enable poor rural people to improve their incomes and food security and provide better food, education and health care for their families. Our strategy focuses on the poorest groups of rural people. It concentrates especially on women and indigenous peoples living in highly fragile and vulnerable ecosystems, coastal fishers and other poor smallholders and landless people. IFAD-supported programmes and projects aim to improve access to markets, technology and rural financial services. They also work to improve management of natural resources and the environment and provide sustainable access to land and water resources.

Key innovative features of IFAD-supported activities in the Philippines include securing access to land in ancestral domains for indigenous peoples and documenting customary laws and traditional practices. Projects also incorporate improved techniques for managing soil and water. In addition, they provide support for fishing communities in coastal resource management and environmental protection practices.

2. Supervision

Direct supervisor:

Y1 + Y2: Country Director, the Philippines, under overall oversight of the Regional Director

Y3: Lead Portfolio Adviser, APR under overall oversight of the Regional Director

During years 1 and 2 of the assignment, the Junior Programme Officer (JPO) will work under the direct supervision of the Country Director (CD) to support IFAD's country programme in the Philippines. After an inception period, s/he will assist with the oversight of (multiple) individual projects, to get accustomed with the vocation of country programme officers/country programme managers. S/he will prepare an annual work plan reviewed by the supervisor. Weekly meetings will help to monitor and reorient the work. Mid-year review and annual review will help to analyse performance and plan for the subsequent period.

During the subsequent period of the assignment, s/he will work under the direct supervision of the Lead Portfolio Adviser, APR at IFAD's Regional Office in Bangkok, Thailand and will support members of the APR regional team on ongoing work related in particular to the Philippines country portfolio, with some exposure to activities in the broader sub-regional and regional contexts.

3. Purpose of position

Under the direct supervision of the Country Director for the Philippines and under the overall guidance of the Regional Director, the JPO will assist with country programme management related-activities on a full range of operational matters including:

- Design of new projects;
- Supervision and implementation support of active projects;
- Engagement with Government and implementing agencies;
- Engagement with development partners;
- Knowledge management;
- National and regional events.

The JPO will be stationed for the initial 24 months of his/her tenure at the Philippines ICO, under the direct supervision of the Country Director and overall guidance of the Regional Director, with duty travel to the field. Travel to/from HQ or regional office may also arise from time to time.

4. Duties and Responsibilities

The JPO will assume the following responsibilities:

During the first two years of assignment of the JPO to the Philippines country programme, the JPO will progressively increase the focus of his/her attention on the country's portfolio in order to actively contribute thereto. The JPO will be required to understand and ensure integration of IFAD's mainstreaming themes, such as youth, climate change, etc. in the projects and country programme *with a specific focus on the role and participation of the women and youth in transforming the rural economy.*

Specifically, the JPO will:

1) Programme development, supervision and implementation support:

- Assist and support the monitoring and evaluation of IFAD projects and the design of programmes and projects (grants and loans) including the design, approval, start-up and implementation of the projects in the pipeline (upland and coastal resources value chain management);
- Support in organizing and participate in supervision and follow-up missions, contributing also to strategic assessments in his/her area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- Ensure that the country programme is addressing IFAD's mainstreaming agenda, especially fostering youth employment, in the pursuit of adopting a people-centered approach of rural transformation.
- Support the country team in ensuring integration of youth issues across the portfolio, including job creation, entrepreneurial skills development, and overall participation in the rural economy.

2) Monitoring & Evaluation, Knowledge Management and Communication

- Provide analysis on implementation progress and results measurement of the active projects (grants and loans); advise on monitoring tools and ensure compliance with corporate reporting systems.
- Support horizontal collaboration and knowledge sharing among IFAD-funded projects around value chain, farmer organizations and private sector development through meetings, workshops and exchange visits.
- Contribute to knowledge management and communication products, including relevant case studies, through meetings, workshops and exchange visits and enhance visibility of IFAD-funded project activities.
- Prepare and analyse reports to the UN Country Team on the contributions of IFAD in the achievement of the UN Sustainable Development Cooperation Framework 2024-2028.

3) Partnerships development

- Contribute to partnership building workshops based on IFAD projects, innovations and comparative advantage.
- Establish networks and build partnership with: UN agencies and other donors, private sector and civil society representatives and with projects and programmes in the region that are relevant to the country programme.

In view of the subsequent assignment of the JPO to the Regional Office, among other things, the JPO will support the regional team analyse corporate results management, trends in projects at risk, disbursement levels, portfolio implementation performance, partnership arrangements, project monitoring and evaluation, impact assessments. S/he will draft reports, as required, attend meetings and take minutes, and carry out other task, as assigned by the Lead Portfolio Advisor.

5. Qualifications and Skills Required

Education

- Advanced university degree from an accredited institution in rural development, agriculture, agricultural economics, rural finance, development policy or related disciplines
- Degree must be obtained from an accredited institution listed on <https://www.whed.net/home.php>

Experience

- At least two (2) years', preferably 3-4 years', progressively responsible professional experience required, preferably in development institutions and/or government service.
- Strong experience in programme/project management required.
- Qualifying work experience in country programme analysis or loan/grant administration with International financial institutions, development cooperation agencies, etc., would be an asset.

Language:

- Excellent written and spoken English.
- Working knowledge of another official language (Arabic, French or Spanish) is desirable.

6. 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
- **Team Work:** 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:

- Knowledge of rural project management and market development desirable; field experience related to agricultural and rural development desirable.
- Knowledge of policy oriented, programme based pro-poor approaches, and loan and grant preparation desirable.
- Capacity to communicate fluently with different counterparts (civil society, government authorities, local communities, project staff) to align parties and build networks.
- Writes clearly, succinctly and convincingly listens and communicates effectively to engage others.
- Computer skills: Knowledge of ERP systems is an asset, full command of office applications (Word, Excel, PowerPoint) and common Internet applications.

Training Points:

- On the job training in work related areas on a wide range of new and emerging issues with a focus on delivering results and impact.
- Participation in trainings organised by IFAD and external training providers.
- Direct coaching by Country Director.

Learning Points:

- Gain insights into the development, coordination and implementation of medium to longer-term International Financial Institutions (IFIs) investment strategies in agriculture and rural development; intensify collaboration with governments and other national stakeholders for rural poverty reduction.
- Expand knowledge on private sector development from a corporate and country portfolio perspective in order to facilitate replication of practices and scaling up.
- Strengthen competencies to support the design, supervision and implementation of IFI financed



Investing in rural people

programmes with a view to maximizing development effectiveness, impact and sustainable development results.