

## Job Description

<b>Position Title:</b> Programme Analyst (JPO)	<b>Contract type:</b> Fixed-term appointment (Junior Professional Officer)
<b>Grade:</b> P2	<b>Duty Station:</b> Hanoi, Vietnam
<b>Department:</b> Programme Management Department (PMD)	<b>Division/Unit:</b> Asia and the Pacific Region (APR)
<b>Duration of Assignment:</b> 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 a different duty station, will depend on availability of financial resources and the candidate's performance.	<b>Effective Date:</b> As soon as possible

### 1. 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 (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.

The Viet Nam IFAD Country Office (ICO) was established in 2004 and officially opened in 2005 in line with the IFAD Field Presence Pilot Programme. In 2008, IFAD signed the Host Country Agreement (HCA) with the Government of Viet Nam and out-posted an internationally recruited Country Programme Manager (CPM) for the first time. In 2018, following the IFAD accelerated decentralization plan (2018-2019), the ICO was officially renamed "Mekong Hub" and as of 2022, in line with the ongoing Decentralization 2.0 plan, the Mekong Hub has been designated as a Multi-Country Office (MCO) headquartered in Hanoi. The Mekong MCO currently manages a portfolio of 11 active loans (total IFAD financing of about US\$ 440 M). These projects cover a range of interventions such as commodity-based value chains, credit and financial services, extension, climate change adaptation, food and nutrition security to improve the lives of the small holder farmers, fishermen, women and youth. In addition, it has several active grants, including regional grants.

### 2. Supervision

Direct supervisor: Head of Mekong MCO (Vietnam, Laos, Myanmar and Thailand)

The JPO will work under the overall strategic, policy and management advice, and supervision of the Head of the MCO. S/He will also work collaboratively with other members of the Mekong MCO.

### **3. Purpose of position**

The JPO will provide analytical and support to the IFAD Multi-Country Office (MCO) in Hanoi and contribute to the overall management of the portfolios of Viet Nam, Lao PDR and Myanmar. The JPO will also be expected to contribute to coordination efforts that support the design and operational implementation of projects under the Mekong MCO, including through collaboration with other countries under the Mekong MCO.

### **4. Duties and Responsibilities**

Duties and responsibilities will be expected to evolve during the period of the assignment. The JPO will provide support to the IFAD Multi-Country Office (MCO) in Hanoi and contribute to the overall management of the portfolios of Viet Nam, Lao PDR and Myanmar, specifically in carrying out the following assignment:

#### **1) Programme development, supervision and implementation support**

- a) Assist and support the implementation and monitoring and evaluation of IFAD projects and the design of programmes and projects (grants and loans).
- b) Provide advice to enhance project management, including capacity building, with regard to loan administration, procurement, proper financial management, audit procedures, M&E systems which includes the revised RIMS indicators, exit strategies and institutional mechanisms for sustainability after project completion.
- c) Organize and participate in supervision and follow-up missions, contributing also to strategic assessments in their area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- d) Undertake activities related to (a) loan / grant entry into force, (b) disbursement conditions; and (c) the facilitation of early implementation including project start-ups.
- e) Review: (i) Annual Work Plans and Budgets (AWPBs), (ii) Audit Reports; and (iii) Progress Reports. Monitor project progress and implementation, anticipate problems and recommend the preventive measures; assist in the timely and systematic completion of project activities and closure of loans and grants.
- f) Contribute to project design, implementation support, supervision and completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.
- g) Ensure that the country programme is addressing IFAD's mainstreaming agenda, such as, climate change, promoting gender equality and women's empowerment and the inclusion of people with disabilities, improving nutrition and fostering youth employment in the pursuit of adopting a people-centered approach of rural transformation.
- h) 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**

- a) Provide analysis on implementation progress and results measurement; advise on monitoring tools

and ensure compliance with corporate reporting systems.

- b) Support horizontal collaboration and knowledge sharing among IFAD-funded projects around value chains, farmers' organizations and private sector development through meetings, workshops and exchange visits.
- c) 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.

### **3) Policy & Partnerships development**

- a) Contribute to policy development workshops based on IFAD projects, innovations and comparative advantage.
- b) 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.

## **5. Qualifications and Skills Required**

### **Education**

- Advanced university degree from an accredited institution in the field of specialization, e.g., economics / agricultural economics, development, political science, or international relations.
- Degree must be obtained from an accredited institution listed on <https://www.whed.net/home.php>

### **Experiences**

- At least two (2) 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.

### **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
- 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.

### **Training Points:**

- 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 Head of Mekong MCO

### **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.