

### 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> Phnom Penh, Cambodia (ICO)
<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.

IFAD's approach aims at: 1) enabling poor people in vulnerable areas to better adapt their livelihoods to climate change; 2) helping small producers and entrepreneurs benefit from improved value chains and greater market access; 3) empowering marginalized groups, including poor rural women, both economically and socially. Consequently, IFAD invests in infrastructure that benefits extremely poor people in the region, especially women. It also invests in value chains that support landless and marginal farmers, smallholder producers and rural entrepreneurs. Participatory tools help to ensure the inclusion of women and indigenous peoples.

#### 2. SUPERVISION

Direct supervisor: Country Director for Cambodia

Under the direct supervision of the CD, the Junior Programme Officer (JPO) can support IFAD's country programme in Cambodia. 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. Organisation and facilitation of periodic meetings, workshop and high level events will help to monitor and reorient

the work. Involvement in mid-year/quarterly review and annual review will help to analyse performance and plan for the subsequent period.

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

Under the direct supervision of the Country Director (CD) for Cambodia 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:

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

The JPO will be stationed at the Cambodia IFAD Country Office (ICO), with duty travel to the field. Travel to HQ and regional events may also arise from time to time.

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

The JPO will assume the following responsibilities:

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

- Assist and support the implementation and monitoring and evaluation of IFAD projects and the design of programmes and projects (grants and loans).
- 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.
- In consultation with CDs, organize and participate in supervision and follow-up missions, contributing also to strategic assessments in her area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- Undertake activities related to (a) loan / grant entry into force, (b) disbursement conditions; and (c) the facilitation of early implementation including project start-ups.
- Review: (i) Annual Work Plans and Budgets (AWPBs), (ii) Supervision Reports; and (iii) Progress Reports. Monitor project progress and implementation, anticipate problems and recommend to the ICO preventive measures; assist the timely and systematic completion of project activities and closure of loans and grants.
- Contribute to project design, implementation support, supervision and completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.

#### **2) Monitoring, Evaluation & Knowledge Management**

- Provide analysis on implementation progress and results measurement; 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 products, including relevant case studies, through meetings, workshops and exchange visits.

### 3) Policy & Partnerships development

- Contribute to policy development 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.

## **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>

### **Experiences**

- 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 organized by IFAD and external training providers.
- Direct coaching by CD and Country Programme Coordinator.

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