

JOB DESCRIPTION

Position Title: Treasury Analyst (Investment Management) (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Rome
Department: Financial Operations Department (FOD)	Division/Unit: Treasury Division (TRE) / Investment Management (IM)
Duration of Assignment: 2-year assignment (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.	Effective Date: 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 whose mission is to enable poor rural people to overcome poverty. IFAD's headquarters is in Rome, Italy, and is present in more than 90 countries to develop and finance programs and projects aimed at increasing agricultural productivity and incomes.

The Financial Operations Department (FOD) is a dynamic financial, strategic and responsive business partner and service provider fully supporting IFAD in developing its financial strategy and managing its financial, investments and material resources. FOD ensures that these resources are efficiently, economically and effectively used to achieve IFAD's objectives in the long-term and deliver on its development commitments. The Financial Operations Department is composed of the following three divisions: (a) Financial Controller's Division (FCD), (b) Financial Management Services Division (FMD) and (c) Treasury Services Division (TRE).

The Treasury Services Division (TRE) mandate is to safeguard IFAD's resources through liquidity planning, borrowing, management of investments and cash operations with the aim to preserve capital and maximize returns within the provisions of IFAD's Financial Regulations; formulate and implement investment and cash operations strategies and policies; ensure prompt availability of cash for IFAD operations through prudent liquidity and borrowing planning; oversee the integrity of the Fund's daily investment and cash operations in line with corporate risk management standards and manage the investments and cash of extra budgetary funds, hosted entities and trust funds; as well as manage IFAD's borrowing programme.

2. Supervision

Direct supervisor: Senior Treasury Officer

The Treasury Analyst works under the supervision of the Senior Treasury Officer and the oversight of TRE Director.

3. Purpose of Position

Summary of key functions:

- Support to Treasury staff across all functional teams.
- Support the IM's activity to effectively manage IFAD's portfolios, both core resources and supplementary funds.
- Participate in studies, analysis and implementation of additional financial instruments to allow IFAD to manage risks more effectively.
- Assess implementation of IFADs commitment to the Ten Principles of the United Nations Global Compact for Treasury's investment management.
- Review best practice for responsible investing in official institutions.
- Develop IFADs responsible investing framework.

4. Duties and Responsibilities

- Support preparation of technical documentation for responsible investing.
- Support the daily monitoring of investment activities through a close watch on developments in the financial markets and of their relative impact on IFAD's investment portfolio.
- Support Treasury IM team in the preparation of investment management-related analyses and documentation for the FISCO, Audit Committee and Executive Board.
- Support securities and counterparty selection activities through analyses.
- Participate in studies and working groups for the introduction of new products and practices in Treasury.
- Perform other related duties as required.

5. Qualifications and Skills Required

Education and experience

- Advanced university degree from an accredited institution in the field of economics, finance or related field. An advanced university degree may be substituted by a first university degree (Bachelor or equivalent) plus at least four additional years of relevant professional experience, over and above the minimum number of years of experience.
- Degree must be an accredited institution listed on <https://www.whed.net/home.php>
- At least two years of relevant experience in the financial sector, preferably in treasury activities and within international organizations.

Languages

- Excellent command of English. Working knowledge of a second IFAD official language (French, Spanish, or Arabic) desirable.

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/functional competencies:

- Analytically oriented, with capabilities of researching and analyzing multiple short and long-term impacts of different investment opportunities through advanced use of financial information systems and discretionary spreadsheet solutions.
- Effective networker, obtaining and sharing relevant information in-house
- Ability to collaborate as a good team player and communicate effectively and precisely with in-house staff as well as external parties.
- Working knowledge of the Bloomberg platform is also desirable.

Learning components

- The JPO assigned to Treasury / IM will obtain access to internal and external training opportunities in addition of on-the-job training in order to enhance skills both of organisational and technical nature.
- IFAD Treasury has access to training opportunities of the RAMP program with the World Bank, a number of courses mainly centred on investment management techniques, portfolio and risk management and reporting. In addition, *ad hoc* external courses can be accessed within a training plan normally agreed with the unit head (in this case *IM*) at the beginning of each year. These courses can span from enhancement of specific technical areas (such as data management, data base construction and management, programming, cash flow modelling, risk management metrics, derivatives), and other competencies (such as leadership, time-management, and presentation skills).
- Overall training plans are shaped in order to support the progression of the work experience of the JPO, his/her professional development over the 3-year contractual term in line with the skills and competencies required by the position within the unit.