

Job Description

Position Title: Programme Analyst (Junior Professional Officer)	Position Number: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Abuja, Nigeria
Department: Programme Management Department (PMD)	Division/Unit: West and Central Africa Division
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 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 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 and an Operational Policy and Results Division.

The West and Central Africa Division, under the leadership of the Regional Director, oversees all IFAD operations and activities in the region including, but not limited, to the 24 country programs: Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo. IFAD has been investing in poor rural women and men in West and Central Africa for almost 40 years.

The incumbent will be positioned in the IFAD Country Office in Nigeria, in the Federal Capital of Abuja. With a population estimated at 213 million people, Nigeria is the most populous countries in Africa. Notwithstanding its status as Africa's largest economy, Nigeria is faced with several challenges in terms of rural poverty, food security and natural resources management.

Nigeria has the largest IFAD cooperation program in West and Central Africa which helped positively impact the lives of over 3.5 million beneficiaries, including women and youth, through increased productivity and production, improved access to markets, enhanced food security and resilience to climate change and

shocks. In line with Nigeria policy priorities, IFAD's support to Nigeria emphasizes gender and youth, food security and nutrition, natural resources management, as well as resilience to climate change and fragility.

2. SUPERVISION

Direct supervisor: Country Director of Nigeria

Under the overall supervision of the Country Director and the guidance of the Country Programme Officer in Nigeria, the Junior Professional Officer (JPO) will play a key role in supporting the IFAD's country programme with the view to maximizing development effectiveness with a focus on gender, food security, natural resource management and climate resilience.

3. Duties and Responsibilities

The JPO will assume the following responsibilities. All duties will require a focus on gender, food security, natural resources management and climate resilience.

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 core indicators, exit strategies and institutional mechanisms for sustainability after project completion.
- c) In consultation of CD and ICO team 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: (a) Annual Work Plans and Budgets (AWPBs), (b) Audit Reports; and (c) Progress Reports. Monitor project progress and implementation, anticipate problems and recommend to the CD 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 poverty graduation, value chains, farmers' organizations and private sector engagement 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) Support the country office in expanding its resource mobilization efforts
- c) Establish networks and build partnership with: UN agencies and other donors, private sector and civil society representatives and with projects and programs in the region that are relevant to the country program..
- d) Support the country office in expanding its resource mobilization efforts

The work will require collaboration with IFAD Headquarters; government authorities; other UN agencies; multi- and bilateral institutions; consultants; NGOs; civil society and private sector organizations.

4. Qualifications and Skills Required

Education

- Advanced university degree from an accredited institution in social sciences, development economics, agriculture and rural development, or a related field is a requirement. Qualifications in NRM, gender or a similar field would be an asset.
- Degree must be obtained from an accredited institution listed on <https://www.whed.net/home.php>

Experience

- At least two years of relevant professional experience in development cooperation. Experience in project management and in a developing country would be an asset.

Language:

- Excellent written and verbal communication skills in English including the ability to set out a coherent argument in presentations and group interactions are a requirement. Knowledge of French is an asset.
- Excellent working knowledge of Microsoft packages and electronic communication.

5. 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

- Results-oriented Performer: strong analytical skills together with solution-oriented project management skills. Dynamic, self-motivated and creative thinker. Ability to work independently and with limited supervision.
- Planner and Organiser: capacity to set clear priorities within a boundless and often challenging agenda, combined with ability to meet deadlines in a high-pressure and high-energy environment and development;
- Communicator: strong capacity to listen and communicate effectively to engage others and develop close and effective working relationships with internal and external clients.

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 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.
- Strengthen capacity in developing partnerships with governments, development partners and other national stakeholders for rural poverty reduction, food security and nutrition in line with the food system transformation agenda.
- Strengthen competency in policy and resource mobilization strategy.
- Expand knowledge on fostering private sector investment in food system in order to facilitate replication of best 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.