

Job Description

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| Position Title: Junior Adviser in the Office of the President and Vice-President | Contract type: Fixed-term appointment (Junior Professional Officer) |
| Grade: P2 | Duty Station: Rome, Italy |
| Department: Corporate Services Support Group (CSSG) | Division/Unit: Office of the President and Vice-President (OPV) |
| 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. 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 and food security.

2. Post's Organizational Accountability

OPV is the Office of the President and Vice-President of IFAD and supports the President and VP in their daily work as well as their strategic endeavours. It oversees the Corporate Services Support Group. It works closely with all IFAD member states, the two Rome-based agencies as well as other UN agencies and multilateral development banks.

3. The JPO Position

The Junior Professional Officer (JPO) / Adviser plays a key role in providing analytical support and technical backstopping to senior executives. He/She will analyse initiatives and proposals on policy matters and corporate initiatives and prepare contextual information materials. He/She

will analyse and monitor political developments, financial trends, emerging issues and innovative solutions that are relevant for IFAD's business and financial model.

The JPO / Adviser will work under the direct supervision of Chief of Staff & Director OPV.

Position Title of Overall Supervisor: Chief of Staff & Director, OPV

4. Duties and Responsibilities

The JPO / Adviser's core duties/responsibilities will include the following:

Strategic support to Senior Management in OPV:

- Review, analyse and recommend decision options on policy matters and corporate initiatives, and prepare summaries and analytical briefs on contextual information materials.
- Identify, analyse and monitor political developments, financial trends and emerging issues relevant for IFAD's business model, and provide inputs on issues to senior executives and colleagues.
- Review and analyse economic/financial documents submitted to the President's approval.
- Prepare briefs, analyses and position papers on various subjects, as needed, for the President, the Chief of Staff or any other OPV professionals.
- Support the President's communication agenda by providing data and other relevant inputs to ensure effective delivery of this agenda.
- Assess strategic implications and make recommendations on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives.
- Foster take-up and implementation of innovative and collaborative ways of working at the Office of the President and among Senior Management.

Support to outreach activities and delivery on corporate priorities

- Support the preparation of official missions, meetings (e.g. governing bodies), conferences, events, and internal forums. Prepare written summaries of meetings/visits and lead follow-up activities, as appropriate. In particular, assist in the preparation and review of concise info packs of relevant material which includes the coordination of policy papers, reports, speeches, presentations, publications, position papers, guidelines, talking points and other documentation involving the President in committees, conferences, workshops, media events, meetings with key stakeholders, etc.;
- In collaboration with the Special Advisers to the President and the Vice-President, assist in coordination of joint activities, engagements and functions with Rome-based Agencies (RBAs) and other key international stakeholders.
- Support corporate reporting to OPV on key initiatives and innovative products of

IFAD.

5. Qualifications and Skills Required

Education and experience:

- Advanced university Degree in international relations, political sciences, public administration, international development, economics or any other related subject from an accredited institution.
- Degree must be an accredited institution listed on <https://www.whed.net/home.php>
- At least 2 years of progressively relevant professional experience of in a related role providing analytical support within an international financial institution, development cooperation agencies and/or the United Nations system.
- Proven track record in reviewing and analysing financial documents.
- Experience in policy engagement, project/programme management in the field, especially in a fragile or conflict-affected country, or private sector financing for development would be a strong asset.

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

- Ability to review and analyse financial documents.
- Demonstrated competency in evidence-based analysis and synthesis of information.
- Strong diplomatic and communication skills and the ability to establish and maintain effective working relationships with diverse stakeholders, internally and externally.

- Ability to maintain a high level of confidentiality and handle sensitive issues with good judgement and care. Act with diplomacy and tact.
- Ability to work under pressure with tight deadlines and multiple priorities on high-level activities. Personal resilience and flexibility are important.
- Ability to ensure that in all matters the Office of the President upholds IFAD's core values - Results, Integrity, Professionalism and Respect.
- Interest in policy engagement, project/programme management in the field, especially in a fragile or conflict-affected country, or private sector financing for development would be a strong asset.
- Strong communication skills and relevant experience in the field of communication and advocacy would be an asset.

Languages and other skills:

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

6. Training Components and Learning Elements:

Training components:

- On the job training in work related areas on a wide range of new and emerging issues.
- Participation in trainings (operational procedures and internal processes) organised by IFAD and external training providers.
- Direct coaching by Chief of Staff and Director, OPV.

Learning elements:

- 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.

The JPO / Adviser will gain exposure and experience in:

- The exposure to all facets of IFAD project activities will provide the JPO with clear and practical insights into the planning, implementation, management and administration of development activities.
- The exposure to all levels of staff and management in IFAD will assist the JPO in developing strong and practical inter-personal and management skills.
- The organisational role of the JPO will ensure that he / she gains comprehensive understanding of the working of a UN agency and Development Financial Institution.
- Learning will be achieved through structured courses, on-the job coaching, assignments of increasingly responsible tasks and gradual exposure to all facets of IFAD's work.