

Job Description

Position Title: Technical Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Rome, Italy
Department: Strategy and Knowledge Department (SKD)	Division/Unit: Environment, Climate, Gender and Social Inclusion Division (ECG), Front Office
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 Strategy and Knowledge Department (SKD) provides expert guidance on IFAD's strategic direction, thematic priorities and technical quality of IFAD's operations. It plays a critical role in providing technical expertise to operational teams to enhance development effectiveness, by generating and disseminating IFAD's development knowledge and evidence on strategic themes and encouraging innovative application of cutting-edge global knowledge and evidence in IFAD investments to support countries to tackle their most complex development challenges in fostering inclusive and sustainable rural transformation. SKD is composed of the (i) Environment, Climate, Gender and Social Inclusion Division (ECG); the (ii) Sustainable Production, Markets and Institutions Division (PMI); the (iii) Research and Impact Assessment Division (RIA); and the (iv) corporate knowledge management unit.

IFAD is strengthening its capacity to respond to the threats posed by climate change, environmental degradation and social inequalities while promoting agriculture and rural development in developing countries, through different innovative integrated approaches and through different financial sources and instruments. The Fund prioritizes mobilizing and leveraging international resources for climate and social inclusion and effectively implementing its strategies and policies in these areas.

The Environment, Climate, Gender and Social Inclusion Division (ECG) takes the lead in integrating cross-cutting themes of environment and climate, biodiversity, nutrition, gender, youth, indigenous peoples

and disability into IFAD's portfolio, with the aim of strengthening the quality and impact of IFAD's operations. ECG also contributes to the generation of evidence and knowledge on these themes, and facilitates their use in IFAD-funded projects and activities. ECG is composed of two clusters: (i) Environment and Climate Change Cluster; (ii) and the Social Inclusion Cluster, coordinated by the ECG Front Office.

ECG also manages IFAD's flagship Adaptation for Smallholder Agriculture Programme (ASAP), as well as projects that have mobilized finance from Climate Funds such as the Adaptation Fund (AF), the Global Environment Facility (GEF), and the Green Climate Fund (GCF).

2. Supervision

The JPO will work under the direct supervision and overall strategic, policy and management guidance of the Director, ECG. S/he will work collaboratively across dynamic teams of committed professionals in the Environment and Climate Cluster and the Social Inclusion Cluster.

The JPO will collaborate with other Specialists (both internal to IFAD and external) to ensure the collection and dissemination of lessons learned and emerging developments in the integration and nexus of the cross-cutting themes of environment, climate change, biodiversity, gender, indigenous peoples, nutrition, youth and disability inclusion.

3. Purpose of position

The accountabilities/key results expected are:

- Support the ECG Front Office workflow and coordination activities
- Sound technical analysis, advice and support on the cross-cuttings themes led by ECG
- Support ECG's knowledge management and outreach activities
- Monitoring, evaluation and reporting

4. Duties and Responsibilities

a) Support the ECG Front Office workflow and coordination activities

- Support in the internal processing and coordination of activities related to ECG themes across its different work streams that include: support to operations; knowledge management; capacity building; reporting; advocacy; resource mobilization; management of climate funds; management of corporate requests for inputs to briefing material, presentations, corporate papers, policies, strategies and procedures; and financial and human resource management.
- Support in the analysis of the evolving divisional workflow to enhance operational effectiveness, identifying potential areas for optimization, including for new initiatives, and support in recommending and implementing improvements and monitoring.

b) Sound technical analysis, advice and support on the cross-cuttings themes led by ECG

- Perform sound technical analysis and research on IFAD's integrated approach to addressing environment, climate change, biodiversity, gender, indigenous peoples, nutrition, youth and disability inclusion.

- Provide technical advice and support to improve the effectiveness of IFAD to achieve its commitments relative to environment, climate change, biodiversity, gender, indigenous peoples, nutrition, youth and disability inclusion.
- Provide technical support to projects monitoring and evaluation efforts, with a specific focus on integrated approaches, and support project design and implementation.
- Support ECG in management of supplementary-funded operations including monitoring and evaluation (M&E); tracking financial situation, including through dedicated dashboards.

c) Support knowledge management and outreach activities

- Collect, document and report good practices on integrated approaches.
- Support the generation of lessons learned through analytical studies, sharing knowledge and experiences with project teams and colleagues in the IFAD Strategy and Knowledge Department, and Programme Management Department.
- Support enhancement of the Fund's portfolio through the collaborative dissemination of country-level strategic innovations in the fields led by ECG.
- Participate in IFAD-wide thematic discussions and developing appropriate technical and operational recommendations to improve country/divisional strategies and programmes.
- Assist with the drafting, editing and finalisation of various publications, briefs, concept notes and written evidence/contributions relevant to IFAD's work in ECG's thematic areas.
- Contribute to the development of network(s) and communities of practice related to ECG thematic areas.
- Facilitate and provide technical support on ECG's capacity development and training initiatives to support project staff, national partners, and service providers.
- Prepare presentations and briefing material for resource mobilization efforts, and technical inputs for strategic papers and briefs for IFAD Senior Management meetings.
- Support ECG in cultivating relationships with development institutions and Member States in support of resource mobilization efforts.
- Support senior IFAD staff when representing the Fund in international meetings and conferences and/or meetings with Member States, as requested.

d) Monitoring, evaluation and reporting

- Support IFAD to improve monitoring and reporting on climate and environment and social inclusion by assisting ECG/OPR to collect, manage and analyse data, which will help to document progress on IFAD's mainstreaming commitments.

- Provide progress reports, including quantitative aggregation of targets and results.
- Prepare thematic reviews on project or programme performance and results.
- Aggregate results from IFAD supervision reports to strengthen annual corporate reporting.
- Statistically analyse the IFAD investment portfolio from an environment, climate and social inclusion related angle.
- Support the monitoring of project implementation and maintaining an early warning/traffic light system for problem projects.
- Support the Front Office in reporting of the divisional plans and operational strategies to senior management.

5. Impact of Key Results/Key Performance Indicators

The ability to adapt to a fast-paced environment, to understand new concepts and processes quickly and the willingness to actively engage, will be crucial in this role.

Key performance indicators include:

- Analyses, implementation and monitoring of divisional workflows and processes.
- Technical analyses and syntheses to improve integrated approaches in the design and implementation of IFAD programmes, including those resourced from external Funds.
- Knowledge sharing among peers and counterparts to enhance cooperation, complementarity and synergies across ECG Clusters, IFAD Divisions and Departments; and
- Monitoring and evaluation to track results, measure and report on lessons learned, and codify best practices.

6. Representation/Work Relationships

Under the overall guidance of the Director of ECG, the incumbent will support ECG in advancing the collaboration and coordination within the division and across IFAD departments in implementing IFAD's integrated mainstreaming agenda. The work relationship of the incumbent is primarily a support function to more senior staff along the whole spectrum of work carried out by ECG, including the successful structuring and implementation of efficient and well-coordinated workflows.

7. Qualifications/Requirements

Education:

- Advanced university degree from an accredited institution in environmental studies, environmental management, development studies, geography, climatology, rural development or a closely related field.

- Degree must be an accredited institution listed on <https://www.whed.net/home.php>

Experience:

- At least 2 years of progressively responsible experience working on climate, environment, nutrition and/or social inclusion issues in the context of rural development.
- Knowledge of international policy frameworks and conventions related to global environment, climate change, biodiversity and rural development.
- Experience in project design, implementation and supervision.
- Access to a network of technical and professional resources and expertise, which can be brought to bear to improve portfolio programming.
- Experience with Environment and Climate Funds (AF, GEF and/or GCF) and/or UN or other entities addressing biodiversity is desirable.

Language:

- Excellent written and verbal communication skills in English, including the ability to set out a coherent analysis in presentations or other written products.
- Excellent written and verbal communication skills in another official language is considered a strong asset.

8. 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/Functional

- Ability to set out a coherent argument in writing, presentations and group interactions.
- Capacity to communicate fluently with different counterparts to align parties and build networks, enhancing coherence and collaboration across thematic areas.
- Writes clearly and succinctly and is able to form a coherent and compelling argument.
- Listens and communicates effectively to engage others.
- Skill in the design and coordination of technical research, formulation of project documents and identification of innovative solutions to emerging issues.
- Ability to share technical guidance/knowledge at the peer level.

- Strong organizational, planning, prioritizing, problem-solving skills and abilities, and attention to detail.
- Ability to manage multiple work streams simultaneously and meet deadlines.
- Ability to work in a team environment to achieve common goals.
- Ability to plan and work of a large, decentralized team.
- Ability to interpret data, present rational conclusions and defend recommended actions.
- Produces well-structured, factually and analytically accurate reports.
- Captures experience and knowledge from assignment for wider dissemination.
- Experience in monitoring an evaluation of projects and programs.
- Ability to work well with multi-cultural teams.
- Good working knowledge of Windows-based computing, and electronic communication

Training components

- On the job training in work related areas on a wide range of new and emerging issues with a focus on ECG thematic areas.
- Participation in trainings organized by IFAD and external training providers.
- Direct coaching.

Learning Points

- Strengthened ability to coordinate and manage various work streams across different thematic areas dealt with in a large, decentralized team.
- Strengthen technical competencies to support IFAD operations in ECG thematic areas.

The Technical Analyst will gain exposure and experience in:

- IFAD's corporate services across departments and units.
- 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 organizational role of the JPO will ensure that they gain comprehensive understanding of the working of a UN agency and International 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 at HQ and in the field. It will be gradual and will continue throughout the entire period of the assignment.