

Job Description

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Cairo, Egypt
Department: Department of Country Operations (DCO)	Division/Unit: Near East, North Africa and Europe Division (NEN)
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.

The Department for Country Operations (DCO) oversees the origination, design and management of IFAD investments, including sovereign and non-sovereign operations, as well as the design and implementation of non-lending activities within country programmes, including policy engagement and SSTC. DCO is the department that primarily interfaces with governments, the private sector and other stakeholders to deliver IFAD's programme of work and to provide oversight to ensure quality of the portfolio.

DCO is led by an Associate Vice-President and is composed of five (5) regional divisions: Asia and the Pacific Division (APR), East and Southern Africa Division (ESA), Latin America and Caribbean Division (LAC), Near East, North Africa and Europe Division (NEN) and West and Central Africa Division (WCA), the Private Sector Operations Division (PSD), and two (2) units: the South-South and Triangular Cooperation Unit (SSTC) and the fragility unit (FRU).

The Near East, North Africa and Europe Division, NEN is responsible for developing and managing IFAD's strategy for the region as a whole (22 countries and 1 territory) and for individual countries, and within those strategies, for developing and managing its regional and country programmes. The drive towards aid effectiveness and harmonisation and support that is given to Joint Assistance Strategies, and the One UN initiative is an important focus of the Division's work. IFAD's goal in the regions is to enable rural poor



people to gain the skills, knowledge, organization and build assets that they need to take full advantage of markets and economic opportunities, engage with service providers and participate in local development processes. Focus is increasingly being put on catalysing private investment, creating employment opportunities for rural youth and adapting to climate change.

IFAD has been investing in poor rural women and men in the NEN region for decades. Among other things, 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.

IFAD's projects and policy support in Yemen, Iraq and Somalia aim to promote rural economic growth, poverty reduction, agriculture modernization and commercialization, climate action, women's empowerment, youth agenda, food security and nutrition, and micro-enterprise growth and job creation.

2. SUPERVISION

Direct supervisor: Country Director for Yemen and Iraq and secondary matrix reporting to the Country Director for Somalia.

The Programme Analyst (JPO) will support IFAD's country programme in Iraq, Yemen and Somalia. After an inception period, they will assist with the oversight of individual projects and carry out tasks assigned to them by the Country Director (CD) in consultation with the Head of the Multi-Country Office. The CD will prepare an annual work plan reviewed by the Head of the Multi-Country Office and regular meetings will be held to monitor and reorient the work. Mid-year review and annual review will help to analyse performance and plan for the subsequent period.

3. Purpose of position

Under the overall guidance of the Country Director for Iraq and Yemen and secondary matrix reporting to the Country Director for Somalia, the Programme Analyst will assist with country programme management related activities on a full range of corporate and operational matters including:

- Supervision and implementation support of active projects
- Engagement with Government and implementing agencies
- Engagement with development partners
- Engagement in knowledge management and knowledge/communication products
- Engagement in national and regional events
- Discharge other tasks as assigned from time to time by the Country Director or Head of the Multi-Country Office

The JPO will contribute to ensuring the implementation of the country and project strategies especially with regards to supervising and supporting the implementation of activities focused on water resource management, commercialization of small scale agriculture, women's empowerment, partnerships with private sector towards shared objectives, job creation, and overall economic impact and household income increase.

The JPO will be stationed at the IFAD Multi-Country Office in Cairo with duty travel to the field. Travel

to/from HQ and regional events may also arise from time to time.

4. Duties and Responsibilities

The JPO will assume the following responsibilities:

Among other things, the JPO will support the Country Director to assess and manage project risks and manage communications with country partners, monitor and improve implementation performance, strengthen partnership arrangements, assess results and impact, and communicate successes and lessons learned. They will draft reports, as required, attend meetings and take minutes, monitor and support action plans and results delivery, and carry out other tasks as assigned by the Country Director.

The JPO will further be required to understand and promote integration of IFAD's mainstreaming themes, such as youth, climate change, etc. in the projects and country programme with a specific focus on the role and participation of the youth and women in transforming the rural economy. In addition, the JPO will:

1) Programme development, supervision and implementation support

- a) Assist and support the implementation and monitoring and evaluation of IFAD projects.
- b) Provide advice to enhance project management, including capacity building, with regard to loan/grant 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.
- c) 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: (i) Annual Work Plans and Budgets (AWPBs), (ii) Audit Reports; and (iii) 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 implementation support, project supervision and project completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.
- g) Support the execution of 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

value chains, farmers' organizations and private sector development 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) 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 years, preferably three or more years, of 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.
- Good working knowledge of Arabic languages would be an asset.

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

- **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: 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 organised 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; 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.