

JOB DESCRIPTION

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Addis Ababa, Ethiopia
Department: Department of Country Operations (DCO)	Division/Unit: Eastern and Southern Africa Division (ESA)
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. 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 position is located in the Multi-Country Office in Addis Ababa, Ethiopia.

2. Supervisor

Direct supervisor: Country Director

The JPO works under the overall policy and management guidance and direct supervision of the Country Director.

3. Purpose of Position

Supporting South Sudan's Portfolio work plan and delivery, the JPO will get exposure to a range of rural development initiatives and parties involved. This includes close collaboration with the borrowing governments and their line ministries, the project management teams in country implementing the rural development programmes, rural producers and their organisations, national and international partners and donor organisations, senior technical specialists and IFAD colleague from the operational department and its technical wings.

The JPO will have the opportunity to intensively work on climate finance projects and/or country strategic work, and in addition get wide exposure to the work of the Hub as a whole. Depending on the JPO's profile and the delivery load, they will engage in more analytical work to support evidence-based decision-making in the RO and the projects support from here, as well as contribute to knowledge generation and dissemination.

The JPO will be able to participate in selected IFAD-internal events, such as the ESA regional workshop and potential workshops in other multi-country offices or elsewhere.

4. Duties and Responsibilities

- Assist in the design, implementation, and supervision of country strategic programs and projects.
- Provide technical and operational support to ensure project alignment with COSOP (Country Strategic Opportunities Programme) and IFAD priorities.
- Contribute to project implementation and supervision, through the preparation of, participation in and reporting on IFAD-led implementation support and supervision missions of active loan-finance projects. This entails contributions to the development of mission terms of references (ToRs), co-leading assessment of selected project components, drafting of report sections, and discussing mission reports with IFAD internal reviewers;
- Review country programmes AWPB & PP and provide inputs to the Country Director(s) -CDs and Country Programme Officer(s) - CPOs;
- Monitor execution of Country Programme implementation and compliance to key performance indicators/parameters;
- Support the management and oversight of climate-financed and supplementary grants, ensuring full compliance with donor requirements, internal policies, and climate-related guidelines; Support compliance of projects and country programmes with IFAD corporate level policies, such as the ORMS, Annual reviews, COSOP Review, MTRs, etc.
- Provide tailored implementation support to projects between mission, and follow up on agreed actions from supervision missions and discuss with the project management teams how to address issues and shortcomings in a timely manner;

- Work closely with the CD on country strategic aspects, such as reporting towards the IFAD contributions to the national UN framework and its objectives, engagement in donor /sector working groups (especially in line with your specialisation), support portfolio level reflection in line with the valid IFAD country strategies;
- Contribute to the Hubs knowledge agenda by generating technical inputs (papers/posters/blog posts) to showcase lessons from the portfolio;
- Contribute to cross-country learning within the Hub and beyond, through technical presentations and appropriate communication of findings from missions / project analysis;
- As required, work on replies to IFAD's internal evaluation office on completion reports;
- Contribute to preparation of senior management visits to the Hub and its countries and potential participate;
- Contribute to thematic events and workshops at the hub and participate and potentially co-lead sessions;
- Support the reporting on Hub-level events in appropriate channels within IFAD.

To meet the required tasks, you are expected to travel frequently and to rural areas in the countries, we work on. We expect between 80 and 100 days of travel, that would allow a deep exposure to project's realities. These official trips would be a combination of larger IFAD missions (usually 4-8 people), and more target visits with specific implementation support or analytical needs (1 or 2 people).

5. Qualifications and Skills Required

Education:

- Advanced university degree (Master's equivalent) from an accredited institution in agricultural economics, rural development, international development, economics, climate & environmental studies, or a related field.
- Degree must be from an accredited institution listed on <https://www.whed.net/home.php>

Experience:

- Minimum 2 years of relevant professional experience in project management, rural development, rural finance, program support, private sector and or government offices, or applied research with relevance to IFAD's objectives.

Languages:

- Excellent written and verbal communication skills in English.
- Working knowledge of a second IFAD official language (French, Spanish, or Arabic) is desirable. Additional language skills in French or a language spoken in the ESA region are an advantage.

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 and others
- **Building relationships and partnerships:** Builds and maintains effective working relationships

Technical

- Strong conceptual, analytical and problem-solving skills.
- Excellent command of MS Office applications, and other computer /IT skills are welcome (GIZ, Stata, Indesign, etc.).
- Excellent report-writing, analytical, and interpersonal skills.
- Professional and personal flexibility and ability to travel.

7. TRAINING COMPONENTS AND LEARNING ELEMENTS:

Training components:

- On the job trainings in internal regulations, rules, procedures and standards.
- Participation in mandatory trainings organised by PCD.
- Participation in risk trainings organised by PCD and external training providers.
- Participation in in-house training offered by other IFAD Divisions.
- Direct coaching by CD.

Learning elements:

The JPO will gain exposure and experience in:

- In the full project cycle of an international finance institution, the work with a range of stakeholders from various line ministries, UN agencies and bilateral donors, NGOs, Civil Society and Private Sector.
- Exposure to a range of technical specialist will allow learning in terms of management and technical skills.

- Under the supervision of a Country Director, the JPO will work independently and grow professionally through the accomplishment of dedicated tasks within the range of project management, design and implementation support of IFAD's lending and grant portfolio.
- 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.
- The learning will be achieved through structured courses, on-the job coaching, assignments of increasingly responsible tasks and gradual exposure to many facets of IFAD's work. It will be gradual and will continue throughout the two-year JPO period.