

JOB DESCRIPTION

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Dar es Salaam, Tanzania
Department: Department of Country Operations (DCO)	Division/Unit: East 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. 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 programs 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 incumbent works under the overall policy and management guidance and direct supervision of a Country Director (CD). The position is located in the Tanzania IFAD Country Office (ICO) in the East and Southern African Division (ESA).

The Country Programme Analyst is responsible for established programme/project coordination. The incumbent is expected to perform functions related to IFAD's mandate of improving rural foods security and nutrition and enabling poor rural men and women to overcome their poverty and to overall efforts by IFAD within the UN Common System to increase capacity-building and sustainable development in developing countries.

2. SUPERVISION

Direct supervisor: Country Director

The Programme Analyst based in Dar es Salaam, Tanzania, works under the direct supervision of the Tanzania Country Director (CD), and supports IFAD's country program in Tanzania. After an inception period, they will assist with the oversight of (multiple) individual projects, to get accustomed with the vocation of country program officers/country program managers. They will prepare an annual work plan reviewed by the supervisor. Weekly meetings will help to monitor and reorient the work. Mid-year review and annual review will help to analyze performance and plan for the subsequent period.

3. Purpose of position

Under the overall supervision of the Tanzania Country Director, the JPO will assist with program management related activities on a full range of operational matters including:

- Assisting in the execution and managing elements of the Tanzania COSOP results review (CRR).
- Assisting in designing a new project in Tanzania.
- Participate in supervision and implementation support of active projects in Tanzania (AFDP, TFSRP – Horticulture and C-SDTP).
- Interacting with and using IFAD platforms and systems (ORMS, GRIPS etc).
- Engaging with UN agencies, development partners and agriculture stakeholders.
- Engaging with Government implementing partners working on IFAD investments in Tanzania
- Support and produce knowledge management and knowledge/communication products.
- Participate in National and regional events such as World Food Day, Nane-nane day (Farmers' day).
- Support office administration in budget preparation and analysis

The JPO will be stationed at the IFAD Country Office in Tanzania. Travel to/from HQ and regional events may also arise from time to time.

4. Duties and Responsibilities

- 1) **COUNTRY OFFICE SUPPORT:** The Country Programme Analyst is accountable for day-to-day support to administration and reporting in support of the CD. The incumbent provides analysis of and inputs to budget preparation, monitors expenditures and grant portfolios providing support as requested.
- 2) **COUNTRY PROGRAMME SUPPORT:** The Country Programme Analyst collects and analyzes data to acquire a basic understanding of international practices and HQ procedures to complement her/his knowledge of national practices in support of programme / project activities. The incumbent enhances the technical quality of IFAD country activities by supporting programme (COSOP) and project (grants and loans) design, supervision, and implementation and

completion (PCR) activities. The Analyst specifically provides substantive contributions to monitoring and evaluation (RIMS) and reporting (PSR). The Country Programme Analyst participates in capacity building activities including support to the identification, analysis, documentation, harmonization and dissemination of both national and local issues as well as conditions, best practices and lessons learned among partner development agencies.

- 3) **SUPPORT TO PARTNERSHIP BUILDING:** As a country team member, the Country Programme Analyst supports the CO's relationships through the identification of potential partners, development initiatives and best practices. The incumbent analyses findings in comparison with the assigned Fund strategies, identifying potential opportunities. The Analyst maintains counterpart contacts needed to promote programme and project implementation. Activities encompass tracking project/programme documentation through the project cycle, including completion.
- 4) **SUPPORT TO POLICY DEVELOPMENT/KNOWLEDGE MANAGEMENT:** As a country team member, the Country Programme Analyst participates in relevant policy meetings and events of interest to IFAD's target groups, which involve the government, donors, and civil society, including NGOs, in order to analyze and draft reports on innovations and developments for knowledge sharing. From a national perspective and in-depth knowledge of government structure, development environment and local culture, The incumbent gathers evidenced based data from projects in support of linking the realities on the ground and the voices of the poor with the policies and programmes of the government.
- 5) **REPORTING:** The Country Programme Analyst is accountable for supporting communications with headquarters as well as the drafting regular and periodic reports and documents. Reports may include project, country office, thematic or country portfolio reports. The incumbent compiles data for and drafts the country office half-yearly and annual reports including lessons learned from design and implementation support experience as well as occasional reports and specific information and documents per request.
- 6) **MANAGERIAL FUNCTIONS:** The Country Programme Analyst is accountable for IFAD core values and code of conduct, including integrity, transparency, and equity in the management of IFAD resources.

5. Impact of Key Results/Key Performance Indicators

- Timely and quality implementation of Program/Portfolio/ activities against set work plans, timelines, and budgets, in line with the Strategic objectives.
- Quality and timely reporting.
- Strong relations with partners and stakeholders.
- Regular and timely monitoring and follow up of project/ portfolio activities.
- Enhanced best practices and lessons learned documented and circulated.

6. Representation / Work Relationships

In the context of program development and delivery, the Program Analyst supports the exchange of technical information. They build and maintain collaborative work relationships with counterparts and other partners to enhance consistency and reliability in the provision of development assistance to

governments. They build work relationships with counterparts to consolidate IFAD's position as a credible and reliable partner striving for the harmonization of development activities.

7. 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.
- An international project management certification (such as IPMA or Prince) is a very strong advantage.
- Degree must be an accredited institution listed on <https://www.whed.net/home.php>

Experience

- At least two (2) years', preferably 3-4 years', progressively responsible professional experience required, preferably in development institutions and/or government service.
- Strong experience in program/project management required.
- Qualifying work experience in country program analysis or loan/grant administration with International financial institutions, development cooperation agencies, etc., would be an asset.

Languages

- Excellent written and verbal communication skills in English. Knowledge of Swahili is an added advantage.

Organizational

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrating Leadership:** Personal leadership and attitude to change
- **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

- Knowledge of rural project management and market development desirable.
- Field experience related to agricultural and rural development desirable.
- Knowledge of policy oriented, program 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: Knowledge of ERP systems is an asset, full command of office applications (Word, Excel, PowerPoint) and common Internet applications.

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 programs with a view to maximizing development effectiveness, impact and sustainable development results.