

Job Description

Position Title: Programme Analyst (JPO)	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: Johannesburg, South Africa
Department: Department of Country Operations (DCO)	Division/Unit: East and Southern Africa Division (ESA)
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 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).

East and Southern Africa Division (ESA), under the leadership of the Regional Director, oversees IFAD operations and activities in the region including, but not limited, to the 22 country programmes: Angola, Botswana, Burundi, Comoros, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Uganda, United Republic of Tanzania, Zambia, and Zimbabwe.

2. Purpose of Position

Under the overall supervision of the ESA Regional Director, and the direct supervision of Country Director, the Junior Professional Officer (JPO) will play an important role in supporting the IFAD's country programme delivery with the aim of maximizing development impact.

The JPO will have the opportunity to be exposed to a variety of rural development initiatives, field realities, operational aspects of IFAD and will also engage with various stakeholders. This exposure encompasses close collaboration with borrowing governments and their respective line ministries, project management teams responsible for implementing rural development programs within the countries, rural producers and their organizations, national and international partners, donor organizations, senior technical specialists, and colleagues from both the operational department and technical wings of IFAD.

Position Title of Supervisor: Country Director of Zambia, Lesotho and Botswana

3. Duties and Responsibilities

As a Programme Analyst, the JPO will support the Country teams of Zambia, Botswana and Lesotho in country strategy development, pipeline development, project designs, supervision, implementation, and completion of ongoing development programmes, non-lending initiatives, as well as monitoring and evaluation and knowledge management. The JPO will also support resource mobilization efforts.

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

- Work closely with projects to strengthen their M&E functions as well as undertake monitoring, data analysis and reporting on project and portfolio progress, results, and challenges; and propose corrective actions.
- Contribute to the development and review of project proposals, Annual Work Plan and Budgets (AWPBs), procurement plans, project design reports, supervision mission reports, ISM, MTR, and project completion reports.
- Contribute to the implementation and supervision of projects, ensuring compliance with IFAD guidelines and standards.
- Support the design of new projects by participating in project design documentation and design missions.
- Assist the Country Director and Country teams in establishing and maintaining effective relationships with development partners, government agencies, donors, NGOs, and other stakeholders.

- Contribute to non-lending activities e.g. policy development initiatives.
- Conduct in-depth analysis of the country portfolio performance for evidence-based decision-making and disseminate findings to a wide internal and external audience.
- Assist in preparations for senior management visits and other events at portfolio level.
- Support the Country Director in the development of knowledge management products for the portfolio and in the preparation of policy related documents for the portfolio.
- Identify and communicate potential resource mobilization opportunities for the portfolio through Japanese networks such as JICA etc.
- Work closely with and participate team efforts with the country teams to deliver strong results for the portfolio.
- Perform other related duties as required.

4. Qualifications and Skills Required

Education and experience

- Advanced university degree from an accredited institution in public policy, rural development, agriculture, economics, statistics or a related discipline.
- Degree must be from an accredited institution listed on <https://www.whed.net/home.php>
- At least two years of relevant professional experience in project management, rural development, rural finance, private sector, and/or government affairs in Africa.

Organizational/technical competencies:

Organizational

- Strategic thinking and organizational development: Personal influence (Level 1)
- Demonstrating Leadership: Personal leadership and attitude to change (Level 1)
- Learning, sharing knowledge and innovating: Continuously seeks to learn, shares knowledge and innovates (Level 1)
- Focusing on clients: Focuses on clients (Level 1)
- Problem solving and decision making: Demonstrates sound problem solving and decision-making ability (Level 1)
- Managing time, resources, and information: Manages own time, information and resources effectively (Level 1)
- Teamwork: Contributes effectively to the team (Level 1)
- Communicating and negotiating: Communicates effectively: creates understanding between self and others (Level 1)
- Building relationships and partnerships: Builds and maintains effective working relationship (Level 1)

Technical

- Strong analytical (both qualitative and quantitative) and proficient problem-solving abilities
- Proficient in MS Office applications (Word, Excel, PowerPoint) and other IT skills (Power BI, web-based database, etc) for collecting, organizing, sharing, and utilizing information.
- Excellent writing and interpersonal skills
- Professional and personal flexibility, as well as the ability to travel

Languages and other skills:

- Excellent written and verbal communication skills in English.
- Working knowledge of a language spoken in the region is an asset.

5. Training Components and Learning Elements

Training components:

- On the job training in internal regulations, rules, procedures, and standards
- Participation in mandatory training organised by PCD
- Participation in risk training organised by PCD and external training providers
- Participation in in-house training offered by other IFAD Divisions
- Direct coaching by Country Director
- Learning from the country teams and partners

Learning elements:

The JPO will have the opportunity to gain exposure and experience in the following areas:

- In the full project cycle of an international finance institution, working 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 specialists and partners will allow learning in terms of management and technical skills.
- Under the supervision of Country Director, the JPO will work independently and grow professionally by accomplishing dedicated tasks within the realm of project management, design, and implementation support of IFAD's lending and grant portfolio, knowledge management and policy support to the portfolio.
- Communicating effectively to suit various audiences in a highly diverse setting.
- Learning will be achieved through structured courses, on-the job coaching, assignments involving increasingly responsible tasks and exposure to many facets of IFAD's work.
- Learning will be achieved through physical and virtual attendance of project related activities and initiatives such as missions, KM, learning, etc.