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## GENERAL INFORMATION

Title of the posting: Junior Programme Officer, (JPO) Programme Management  
Department: Asia Pacific Region  
Sector: Rural Development, Value Chains, Financial Services  
Duty Station: IFAD Country Office, Bangladesh  
Duration of the assignment:

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## SUPERVISION

Direct supervisor: Country Director, Bangladesh, under overall oversight of the Regional Director

### Content and methodology of supervision:

Under the direct supervision of the Country Director (CD), the Junior Programme Officer (JPO) will support IFAD's country programme in Bangladesh. After an inception period, s/he will assist with the oversight of (multiple) individual projects, to get accustomed with the vocation of country programme officers/country programme managers. S/he 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 analyse performance and plan for the subsequent period.

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## DUTIES AND RESPONSIBILITIES

IFAD is an International Financial Institution and a Specialized United Nations Agency whose mission is to enable poor rural people to overcome poverty. IFAD's headquarters is in Rome, Italy, and its staff work with poor rural people and their governments, communities and organisations in more than 90 countries to develop and finance programmes and projects aimed at increasing agricultural productivity and incomes. The Programme Management Department (PMD) is responsible for the overall lending programme of the Fund, and is composed of five regional divisions (Asia and the Pacific; East and Southern Africa; Latin America and the Caribbean; Near East, North Africa and Europe Division), the Environment and Climate Division, and Technical Advisory Division.

IFAD has been investing in poor rural women and men in Bangladesh for almost 40 years. 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. Consequently, IFAD invests in infrastructure that benefits extremely poor people in Bangladesh, especially women. It also invests in value chains that support landless and marginal farmers, smallholder producers and rural entrepreneurs. Participatory tools help to ensure the inclusion of women and indigenous peoples. The IFAD Bangladesh Country Team has a several staff and various short-term consultants, and is led by a CD.

## **PURPOSE OF POSITION**

Under the overall supervision of the CD for Bangladesh and under the overall guidance of the Regional Director, the JPO will assist with country programme management related activities on a full range of operational matters including:

- (1) Design of new country strategy;
- (2) Design of new projects;
- (3) Supervision and implementation support of active projects;
- (4) Engagement with Government and implementing agencies;
- (5) Engagement with development partners;
- (6) Knowledge management and k-products;
- (7) National and regional events.

The JPO will be stationed at the Bangladesh ICO, with duty travel to the field. Travel to HQ and regional events will also arise from time to time.

## **DUTIES AND RESPONSABILITIES**

The JPO will assume the following responsibilities:

### Programme development, supervision and implementation support:

- Assist and support the implementation and monitoring and evaluation of IFAD projects and the design of programmes and projects (grants and loans).
- Provide advice to enhance project management, including capacity building, with regard to loan 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.
- In consultation with CDs, organize and participate in supervision and follow-up missions, contributing also to strategic assessments in her area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- Undertake activities related to (a) loan / grant entry into force, (b) disbursement conditions; and (c) the facilitation of early implementation including project start-ups.
- 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 CPM preventive measures; assist the timely and systematic completion of project activities and closure of loans and grants.
- Contribute to project design, implementation support, supervision and completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.

### Monitoring, Evaluation & Knowledge Management

- Provide analysis on implementation progress and results measurement; advise on monitoring tools and ensure compliance with corporate reporting systems.
- Support horizontal collaboration and knowledge sharing among IFAD-funded projects around value chain, farmer organizations and private sector development through meetings, workshops and exchange visits.
- Contribute to knowledge management products, including relevant case studies, through meetings, workshops and exchange visits.

### Policy & Partnerships development

- Contribute to policy development workshops based on IFAD projects, innovations and comparative advantage.

- 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.

### **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 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.

## TERMS of REFERENCE

<b>Name</b>	
<b>Assignment title</b>	Finance Analyst
<b>Department/Division</b>	FOD/FMD
<b>Supervisors</b>	Radu Damianov, Senior Finance Officer and Team Leader, WCA
<b>Assignment duration</b>	2 years
<b>Duty station</b>	Dakar, Senegal

### 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 Financial Operations Department (FOD) is a dynamic financial, strategic and responsive business partner and service provider fully supporting IFAD in developing its financial strategy and managing its financial, investments and material resources. FOD ensures that these resources are efficiently, economically and effectively used to achieve IFAD's objectives in the long-term and deliver on its development commitments.

The Financial Management Services Division (FMD) oversees financial management practices in IFAD-funded operations, including financial reporting, audit, project liquidity management, and fiduciary compliance. The division is responsible for IFAD's financial management workforce including consultants.

FMD is responsible for financial management (FM) capacity and risk assessments for projects during design and implementation, reviewing project audit reports and following up audit findings, project fiduciary supervision and providing implementation support to projects on FM aspects.

### 2. Assignment Background

For the current funding cycle, the West and Central Africa Division portfolio represents the region with the highest number of poorest countries funded by IFAD and an increased share of IFAD's resources. There are about active 60 projects across more than 20 countries, distributed between four main Finance Officers, most of whom are based in Dakar. The regional hub also manages a large portion of the supplementary funds provided by the European Union and other donors, including Japan. The expertise with the financial management of supplementary funds, in line with IFAD's context and requirements lies there. The finance analyst role would be based in the Dakar so to benefit from the experience of the team leader and other two finance officers based there; the role of the finance analyst is further described below. Two thirds of the portfolio is francophone and the other third is Anglophone. Working knowledge of French would be an advantage, in addition to fluent English.

### 3. Position Title of Immediate Supervisor:

Senior Finance Officer and Team Leader

### 4. Purposes of Position

The Finance Analyst will work under the direct supervision of the Senior Finance Officer and Team Leader (WCA) and in close collaboration with other regional Finance Officers in FMD. He/she will be highly committed to the delivery of objectives and activities assigned, will provide feedback to

supervisors, and will keep abreast of the financial management and international finance developments and skills required to respond to the divisional work plans/results as well as the requirements of the Japanese supplementary funding.

## **5. Duties and Responsibilities**

- a) In collaboration with Finance Officers (FOs), Finance Assistants (FAs), Accounting Officers and Assistants in ACD and FMD, as well as liaising with Country Program Managers (CPMs) in PMD and other relevant divisions, the Finance Analyst will act as focal point for all financing provided by the Japanese government with regards to financial management. In particular, the Finance Analyst will:
1. Assist in the preparation of Financing Agreements and FMD QA inputs for new projects or amendments to existing projects, ensuring that the agreements between IFAD and its recipients are completely in line with IFAD procedures and the Japanese government's requirement, and that the necessary stipulations have been made regarding disbursements, financial reporting, and external auditing.
  2. Provide timely review and analysis of all project audit reports, financial reports (e.g. Statements of Expenditures (SOEs) and transaction listings in order to ensure that balances agree with IFAD's records and that financial information provided is consistent across the different financial reports; provide a reconciliation when necessary to clear main reconciling points.
  3. Participate in design, supervision and implementation support, and completion missions. Also track supervisions of all Japanese government-funded projects, in order to ensure that Financial Management (FM) Specialist TORs, to be cleared by FMD, and FM mission in general, specifically cover the Japanese government-funded portion (or other non-IFAD funds), in line with revised FM procedures.
  4. Update project data in the IFAD financial management systems and tools (ARTS, FMDB)
  5. Finalizing and dispatching audit compliance and other financial management correspondence to recipients
  6. Researching and collecting data from internal and external sources for reports/queries and following-up
  7. Determine disbursement risk ratings based on documented fiduciary risks and characteristics of WAs, based on departmental guidelines, providing inputs to risk-based disbursement master table to records
  8. Ensure timely closure of Japanese government-funded projects and that all requirements have been met for financial closure

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## **GENERAL INFORMATION**

Title of the posting: Junior Professional Officer (JPO)- P2  
Partnership Officer

Sector: Advocacy, Partnership and Resource Mobilization

Division/Department: Global Engagement, Partnership and Resource Mobilization/  
External Relations and Governance Department

Location: Rome

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## **SUPERVISION**

Name of direct supervisor: Mr. Ron Hartman

Title of supervisor: Director, Global Engagement, Partnership and Resource  
Mobilization

## **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. IFAD's operations reach over 100 million poor rural people around the world, addressing some of the most pressing global challenges and contributing directly to the achievement of the Sustainable Development Goals. IFAD's headquarters is in Rome, Italy, but it operates in more than 90 countries around the world.

The Global Engagement, Partnership and Resource Mobilization Division (GPR) is part of the External Relations and Governance Department (ERG) and has a specific focus on: (i) global engagement, including IFAD's engagement in the Sustainable Development Goals and UN reform; in the G7, G20 and other global processes; as well as in facilitating South South Triangular Cooperation (SSTC) in support of IFAD-financed project portfolio, (ii) foster IFAD's outreach and partnerships with Member States, private sector, civil society, foundations, and bilateral and multilateral organizations; and (iii) leading IFAD's resource mobilization and advocacy, including through the regular IFAD replenishment process, the development and establishment of innovative financing mechanisms; and the administration of supplementary/trust funds.

## **OBJECTIVE**

Under the direct supervision of the Director and/or Chief Partnership Officer, the incumbent is to support the overall goal of GPR to strengthen IFAD's outreach and partnership performance and to ensure innovative, efficient, and effective resource mobilisation and supplementary and trust fund management.

## **CONTENT AND METHODOLOGY OF SUPERVISION**

The JPO will prepare an annual work programme and performance plan reviewed by the supervisor. Supervision and feedback will be provided as needed to monitor and support his performance and professional growth. Mid year review and annual review will help to analyse

performance and plan personal development. The JPO will build his development in this third and final JPO year on the experiences gained during the first two years of assignment.

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## **DUTIES AND RESPONSIBILITIES**

The incumbent will:

- Promote partnership and resource mobilisation opportunities and provide logistical and programmatic support to IFAD staff for the engagement and interaction with assigned partners.
- Support the development of annual partnership engagement and resource mobilisation plans, and the implementation of partnership strategies within assigned portfolios.
- Support outreach, policy engagement, influence and collaboration activities, and monitor the implementation of annual partnership engagement and resource mobilization plans.
- Develop stakeholder maps of key actors in selected donor countries and analyse and track policy developments and implications on priorities and budgets.
- Preparing donor profiles, databases and donor intelligence.
- Developing targeted products and initiatives to mobilize resources and attract additional funding for IFADs strategic priorities.
- Supporting the planning and organization of specific events and meetings with key partners and donors.
- Contributing to reports, blogs, social media and other communication materials related to donors, and provide feedback on donor messaging, needs and perspectives.
- Develop background information to support strategic partnerships with private sector companies and foundations based in Europe, including conducting due diligence when needed
- Develop and maintain database with selected donor partners including the non-state sector, providing guidance to internal clients for expanding productive and results-focused partnerships.
- Support Programme Management Department (PMD) Regional Divisions and Sub-regional hubs and country directors with Public Private Partnership (PPP) facilitating consultations and tracking progress, including through participation in field missions.
- The supervisor may require additional tasks (consistent with her /his background and qualifications).

The level of responsibility assigned to the JPO will depend to a large extent on his/her willingness and capacity to learn, maturity, capacity and ability to take on new tasks over the period that he/she is in place.

Work may involve travel in IFAD Member Countries

The work, which will involve the management of processes as well as strategic and analytical work, will require broad collaboration with colleagues within IFAD; government authorities; project staff; implementing partners; development partners and other stakeholders

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications: Advanced university degree from an accredited institution in international development, international relations, political science, public policy, social sciences,

communication, economics, business management, or related disciplines. Understanding of the operations and business model of IFAD, other UN agencies or international financial institutions would be an asset.

Experience: Minimum of 2 to maximal 4 years of progressively responsible professional experience in relevant field such as outreach liaison and/or any resource-mobilization related activities, preferably in a multi-cultural organization or national organization providing support on a global scope. Experience in data-base administration and capacity to organize records and data into meaningful profiles for effective reporting. Some working experience on rural development issues in IFAD borrower countries will be an advantage. Experience with complex political and budgetary systems in donor markets; and in agricultural and rural development related issues are desirable.

Competencies: Team worker: capacity to foster and coordinate teamwork; and establish harmonious working relationships in a multicultural environment. Self-developer/Innovator: willingness to learn, share and acquire new competencies and seek new challenges by exploring new approaches. Strategic thinker: ability and thorough understanding of political and policy issues driving IFAD's Member States development agendas on agricultural and rural development; and capacity to lead specific strategic work. Focuses on clients, builds and maintains effective working relationships. Manages own time, information and resources effectively.

Skills required:

Languages: Full command, both written and verbal communication, in English. Excellent written and verbal communication skills in French, Spanish, Arabic or other languages are an asset.

Communications skills: Outstanding written and verbal communication skills, the ability to set out a coherent argument in English in presentations and group interactions.

Knowledge: Excellent working knowledge of Microsoft packages and electronic communication.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

The JPO learning programme is distributed over three years in HQ:

- The first year to acquaint him/herself with IFAD staff, corporate agenda policies and strategies, programmes and performance enhancing processes.
- Interact and collaborate with Partnership Officers(PO)\_ to gain hands-on experience in working with IFAD donor countries and partner organizations.
- Support the engagement of POs with PMD and SKD to support their needs for partnerships and resource mobilization
- It is expected that by the end of the two years the JPO will be able to articulate IFAD's vision in key thematic areas related to rural development; in written and oral presentations; contribute to review partnership documents according to IFAD procedures; under the direct supervision of the Director and/or Chief Partnership Officer, work independently with other Partnership Officers on functions related to her/his ToR.
- The JPO will have a personal budget to attend training and training courses related to the job and future career development



<b>Position Title:</b> Junior Professional Officer (JPO) – Human Resources Analyst (Business Partner)	<b>Position Number:</b>
<b>Grade:</b> P2	<b>Duty Station:</b> Rome, Italy
<b>Department:</b> Corporate Services Department (CSD)	<b>Division/Unit:</b> Human Resources Division (HRD), HR Business Partner Unit
<b>Duration of Assignment:</b> Two years with possibility of extension to three	<b>Effective Date:</b>

## **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 Corporate Services Department (CSD) provides IFAD with the human resources, administrative services, safety and security and information technology resources required to allow IFAD to meet its objectives of enabling rural people to overcome poverty.

Within CSD, the Human Resources Division (HRD) is a strategic, integrated and fully trusted professional partner with IFAD managers and staff, providing best practice HR policies, advice, and service, all of which are designed to recruit and retain the best and most appropriate talent to carry out IFAD's mission. HRD has a team of experts responsible for various HR occupations, such as recruitment, administration of entitlements, classification, staff development, performance management, social security, to meet its above-stated mandate.

The Business Partner Unit, representing the largest unit within the division is staffed by business partners, each assigned a client portfolio of offices and divisions, and responsible for HR service delivery including: strategy advice and guidance, support to change management initiatives, advisory services on staff and career development, social security including pension and medical services, leading recruitment, selection and on-boarding, staff servicing, consultants management, performance management, and ad hoc HR projects – linked to corporate priorities.

**Position Title of Overall Supervisor:** Chief, HR Business Partner Unit

## **2. Purpose of Position**

The JPO will be initially assigned in support of a Business Partner for a given portfolio of client divisions and will work in close collaboration with all the units in HRD. It is envisioned that after the first year the JPO will start to be assigned his/her dedicated client divisions. Within his/her areas of responsibility, the JPO will contribute to providing reliable HR programme delivery.

S/He will also support ongoing recruitment activities and contribute to ad hoc as well as long-term HR projects and initiatives.

The JPO will work under the overall strategic, policy and management advice, and supervision of the Director of the Human Resources Division (HRD) and the direct supervision of Chief, HR Business Partner Unit. S/He will also work collaboratively with other HR Business Partners, who will also provide advice in the analysis of complex casework.

## **3. Duties and Responsibilities**

- (i) Reach out to managers, supervisors and staff of client division portfolios and provide advice and guidance on a range of HR regulations, rules and procedures.
- (ii) Provide support to client divisions in various fields of human resources, including recruitment, administration of entitlements, classification, staff development and performance management.
- (iii) Participate in ad hoc or long-term human resources projects and initiatives, manage projects and prepare reports.
- (iv) Support organisation and implementation of recruitment outreach missions, to enhance IFAD's visibility and recruitment results with respect to IFAD gender and geographical diversity strategic objectives.
- (v) Support coordination and development of special programmes with governments, public institutions and academic institutions e.g. JPO programme, SPO programme, Internship programme, secondments, partnership agreements etc.

## **4. Qualifications and Skills Required**

- **Education and experience:**
- Advanced university degree from an accredited institution in Human Resources Management, Public Administration, Business Management or other job related field.

- At least two years of experience in human resources management, preferably in a multi-cultural organization or national organization providing support on a global scope.

- **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)
- **Team Work:** 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 relationships (Level 1)

***Technical***

- Knowledge of the principles and concepts of human resources management
- Demonstrated ability to synthesize information, formulate opinions and make recommendations
- Analytical and organizational skills
- Demonstrated ability to communicate effectively in a diverse organization, tailoring language, tone, style and format to match audience
- Demonstrated ability to empathize with client managers, supervisors and staff while advocating for the implementation of HR regulations and rules.

- **Languages and other skills:**

- Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, French, or Spanish) is desirable.

**TRAINING COMPONENTS AND LEARNING ELEMENTS:**

Training components:

- On the job training in human resources management in the United Nations system on a wide range of HR regulations, rules, procedures and standards.

- Participation in HR trainings organised by the Talent Management Unit and external training providers
- Participation in in-house training offered by other IFAD Divisions
- Direct coaching by Chief of the HR Business Partner Unit

Learning elements:

The JPO will:

- Gain experience in the administration of HR regulations, rules, procedures and standards
- Gain first hand experience in the organisation and implementation of recruitment outreach missions, including organisation of meetings/presentations of IFAD with key ministries and academic institutions of the targeted countries.
- Gain experience in HR-related project management.
- Gain an enhanced ability to communicate effectively and with empathy in a highly diverse setting; learning how to reach out to supervisors and staff, listening and responding effectively and efficiently to common issues and problems and building relationships based on respect, trust and value for diversity.
- Gain first-hand experience in an evolving change management process; learning how to be an agent of change.
- Gain experience liaising with representatives of Governments, public institutions and academic institutions during the negotiation of special agreements and for the management of special programmes. The JPO will be also exposed to key international events and or meetings with other UN agencies or donors focusing on special programmes.