

## Job Description

<b>Position Title:</b> Programme Analyst (JPO)	<b>Contract type:</b> Fixed-term appointment (Junior Professional Officer)
<b>Grade:</b> P2	<b>Duty Station:</b> Dakar (MCO), Senegal
<b>Department:</b> Programme Management Department	<b>Division/Unit:</b> West and Central Africa Division (WCA)
<b>Duration of Assignment:</b> 2 years (renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year will depend on availability of financial resources and the candidate's performance.	<b>Effective Date:</b> 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 Programme Management Department (PMD), under the leadership of the Associate Vice-President, is responsible for the overall programme of loans and grants of the Fund and is composed of five regional divisions and an Operational Policy and Results Division.

The West and Central Africa Division (WCA), under the leadership of the Regional Director, oversees all IFAD operations and activities in the region including, but not limited, to the 24 country programmes. WCA is responsible for developing and managing IFAD's strategy for the region as a whole and for individual countries, like Cabo, Gambia and Guinea. Within the strategies for developing and managing its regional and country programmes is the drive towards aid effectiveness, harmonization and support to Joint Assistance Strategies and the One UN initiative, all of which are important pivots to the Division's work. IFAD's goal is to enable poor rural poor people, through its investments, 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 process.

Under IFAD's recent Decentralization Approach, human and financial resources are allocated to supervision and implementation support of its activities to ensure that its development objectives and impact are achieved. Thus, the Country director based in IFAD Country Office in Dakar provides leadership and oversight functions to its projects/programmes in Cabo Verde, Gambia and Guinea.

## **2. Supervision**

Direct supervisor: Country Director

The Programme Analyst based in Dakar, Senegal, works under the direct supervision of the Country Director (CD), and will promote a collaborative and client-oriented approach and maintenance of high staff morale by supporting the management of the Cabo Verde, Gambia and Guinea portfolio.

## **3. Purpose of position**

The accountabilities/key results expected are:

- Monitoring and Evaluation
- Supervision and Implementation support
- Management of Country Programme
- Facilitation of knowledge building and knowledge sharing

The JPO will be stationed at the IFAD Sahel sub regional Office in Dakar with duty travel to the Cabo Verde, Gambia and Guinea. Travel to/from Abidjan and HQ for regional or corporate events may also arise from time to time.

## **4. Duties and Responsibilities**

Duties and responsibilities will evolve during the period of the assignment. Specific duties and responsibilities will include, but not be limited to, the following:

### **1) Monitoring and Evaluation**

Provide support to:

- a) Review country programmes AWPB & PP and provide inputs to the CD.
- b) Monitor execution of Country Programme implementation and compliance to key performance indicators/parameters.
- c) Monitor the Country Programme Performance on their Log-frames and update ORMS periodically.
- d) Periodically review and monitor the performance of Country Programme M&E system in line with national and IFAD monitoring and evaluation requirements.
- e) Contribute to country project/programme's design, and reviews including annual and midterm review.
- f) Contribute to COSOP preparation and review and monitor performance.
- g) Support compliance of projects and country programme's with IFAD corporate level policies, such as the ORMS, Annual reviews, COSOP Review, MTRs, etc.
- h) Monitor implementation status of project/programme's audit, and supervision recommendations.
- i) Monitor programmes 'compliance to key deadlines, which may include meeting deadlines to recommendations of supervision missions, submission of key reports (annual and audit reports).
- j) Support the documentation, packaging and dissemination of lessons learnt.
- k) Periodically draft portfolio score cards and country performance sheet based on COSOP indicators.

## **2) Supervision and Implementation Support**

Provide support to:

- a) Monitor execution of Country Programme implementation and compliance to key performance indicators/parameters.
- b) Provide technical assistance to country PMUs to implement missions recommendations.
- c) Supervision and implementation support missions.
- d) Regular meeting with project team.

## **3) Management of Country Programme**

- a) Support the operation of countries AWPB, manage, monitor, report and organize periodic reviews jointly with CD and project coordinators.
- b) the planning and facilitation of trainings, workshops, retreats and high-level visits from Regional office, HQ and to project field.
- c) the preparation of consolidated periodic and annual outcome tracking and monitoring country programme report.
- d) the ICO in responding to corporate reviews, monitoring and reporting requirements.
- e) Support and join when required supervision and evaluation missions, and monitor the follow up of recommendations.
- f) the organization of Portfolio Reviews
- g) Submit and track internal IFAD documents through various approval processes, as necessary.
- h) Draft presentations, country and project fact sheets, internal and external reports, concept notes, and executive briefings if needed and upon authorization of the Country Director.
- i) act as IFAD focal point in meetings, conferences and official Events. Undertake any other duties as may be assigned by management.

## **4) Facilitation of knowledge building and knowledge sharing**

- a) Organization of trainings for the operations/projects staff.
- b) Synthesis of lessons learnt and best practices in programme management.
- c) Sound contributions to knowledge networks and communities of practice.
- d) Carrying-out research or analysis to feed into knowledge products and learning materials, which showcase the experiences IFAD at country level.

## **5. Impact of Key Results/Key Performance Indicators**

- Timely and quality implementation of Programme/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 of activities
- Enhanced best practices and lessons learned documented and circulated

## **6. Representation/Work Relationships**

In the context of programme development and delivery, the JPO 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/Requirements**

### **Education:**

- Advanced university degree from an accredited institution in rural development, agriculture, agricultural economics, rural finance, development policy or related disciplines.
- Degree must be an accredited institution listed on <https://www.whed.net/home.php>

### **Experience:**

- At least two (2) years' 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 verbal communication skills in English and good working knowledge of French
- Portuguese will be an asset

## **8. 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**

- 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: Knowledge of ERP systems is an asset, full command of office applications (Word,

Excel, PowerPoint) and common Internet applications.

## **7. TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

- On the job training in work related areas on a wide range of new and emerging issues.
- Participation in trainings organized by IFAD and external training providers.

### **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.