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## GENERAL INFORMATION

Title of the posting: Associate Programme Officer, (APO) Programme Management Department

Sector: Rural Development

Location: IFAD Country Office in Rwanda

Division/Department: Eastern & Southern Africa Division, Programme Management Department

Duration of the assignment: Initially one year with the possibility to extend up to 3 years

Grade: P2 step I

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates from developing countries which are members of IFAD (see for criteria the website of the Netherlands Ministry of Foreign Affairs [http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme))

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## SUPERVISION

Name of direct supervisor: Claus Reiner

Title of supervisor: Country Programme Manager

### Content and methodology of supervision

Under the direct supervision of the Country Programme Manager (CPM), the Associate Country Programme Manager (APO) will support IFAD's country projects and programmes. He/she will prepare an annual workplan reviewed by the supervisor. Weekly meetings will help to monitor and reorient his/her work. Mid year review and annual review will help to analyse performance and plan subsequent period.

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## DUTIES AND RESPONSIBILITIES

The APO will play a key role in supporting IFAD's country projects and programmes with the view to maximising IFAD's development effectiveness, impact and sustainability.

The APO will support the CPM in IFAD country strategy and pipeline development, supervision/implementation support to the ongoing country programmes and knowledge management.

For country strategy and pipeline development the APO will:

- (i) develop and organise the background material for the strategy and programme design processes and then develop analytical documents and linked monitoring frameworks (programme logframes which support IFAD Results-Based Country Strategic Opportunities Programme (RB-COSOP) objectives and results framework) which will be used in the development and evaluation of IFAD's country programme; and
- (ii) research and organise the substantive background documentation for use in the preparation of project design documents, and organise for the CPM the various steps of

the internal IFAD quality enhancement and quality assurance processes, participate in loan negotiations and prepare first draft minutes and follow-up for the internal approval processes for Executive Board presentation.

The APO will assume responsibility for the following specific aspects of supervision and implementation support:

- (i) undertake initial review of project Annual Work Plan and Budgets (AWPBs) for the CPM and with specific responsibility for helping projects to improve their Monitoring and Evaluation (M&E) systems along with Results and Impact Management System (RIMS) reporting in order to promote better internal country coherence and effectiveness;
- (ii) support for fulfilling IFAD fiduciary responsibilities such as: initial procurement review and background work as needed for the CPM for IFAD non-objection, preliminary processing of withdrawal applications for the CPM, and initial review of project audit reports; and
- (iii) representing IFAD on supervision/implementation support missions as required.

The APO will draw of lessons from design and implementation support experiences to (i) promote in-country local learning and strengthen Monitoring and Evaluation systems (projects and country programme); (ii) share knowledge between country programmes; and (iii) promote knowledge sharing among IFAD staff. In this regards, the Associate CPM may also be requested to prepare short analytical knowledge management papers.

The work, which is geared largely towards the management of processes, will require collaboration with colleagues within IFAD; government authorities; other UN agencies; multi- and bilateral institutions; consultants; NGOs; civil society and private sector organisations.

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications: A university degree in rural development, agriculture, agricultural economics, rural finance, public policy or related disciplines.

Experience: Preferably, two or more years' full-time relevant working experience after completing a study concluding in a university degree at MSc or MA level. Experience should be at field level on rural and agricultural development activities preferably in Arab region, and have an interest in aid effectiveness and harmonisation and related reforms that are occurring in the UN in general and IFAD in particular.

Skills: Teamworker: 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. Analytical thinker: Analytical ability and thorough understanding of socio-economic issues in agricultural and rural development; and capacity to lead specific analytical work.

Languages: Full command of French and English.

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

Knowledge: Excellent working knowledge of Microsoft packages and electronic communication. Working knowledge of web 2 tools (websites updates, blogs, etc.).

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Training components:

- On the job training in project design
- Participatory in implementation support missions
- On the job training in interactions with the sector working group
- Direct coaching by CPM

Learning elements:

### **First Year:**

1. The APO will:

- Familiarize him/herself with colleagues in those activities in the country work programme to which the APO is assigned, in particular, project design and supervision. Such activities will be complemented with formal training opportunities, such as, workshops, short courses or seminars that may be organized by the division or the fund.
- Enhance understanding of key issues impinging on rural poverty in the country and of the range of IFAD's engagements in the region, in terms of priority areas of engagement and of the instruments used, including investment activities, policy dialogue, partnership development and knowledge management.
- Gain hands-on experience and understanding of the country programme approach, the project cycle, and the responsibilities/accountabilities implicit in this.
- Familiarize him/herself of aid effectiveness and harmonisation and support that is given to Joint Assistance Strategies, Sector-Wide approaches and the "One UN" initiative.

2. By the end of the first year the APO will be able to:

- Articulate key elements of the Country Programme in writing and in presentations.
- Take on identified tasks relative to country level processes.
- Effectively monitor and supervise ongoing projects and country grants.

### **Second Year:**

1. The APO will:

- Gain an in-depth understanding of the complexity of implementation issues regarding rural investments projects in at least three (UN) countries of the region.
- Be trained in areas related to the efficiency and effectiveness of country programme management.
- Make presentations and interventions at meetings, seminars and conferences, etc. both at HQs and international fora.

2. By the end of the second year the APO will be able to:

- Monitor and provide support to field presence programmes to enable them to enhance impact.
- Develop well articulated grant proposals.
- Manage the main elements of a country programme in a smaller country of the region.

NB: the level of responsibility assigned to the APO will depend to a large extent on his/her willingness and capacity to learn, maturity, capacity, ability to take on new tasks over the period of the assignment.

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## **BACKGROUND INFORMATION**

The International Fund for Agricultural Development (IFAD), a specialized agency of the United Nations, was established as an international financial institution in 1977 as one of the major outcomes of the 1974 World Food Conference. One of the most important insights emerging from the Conference was that the causes of food insecurity and famine were not so much failures in food production, but structural problems relating to poverty and to the fact that the majority of the developing world's poor population were concentrated in rural areas.

In this context, IFAD was created to mobilize resources on concessional terms for programmes that alleviate rural poverty and improve nutrition. Unlike other international financial institutions, which have a broad range of objectives, the Fund has a very specific mandate: to combat hunger and rural poverty in developing countries.

The Eastern and Southern Africa Division (PF) is responsible for developing and managing IFAD's strategy for the region as a whole (21 countries) and for individual countries, and within those strategies, for developing and managing its regional and country programmes. The drive towards aid effectiveness and harmonisation and support that is given to Joint Assistance Strategies, Sector-Wide Approaches and the One UN initiative is an important focus of the Division's work. IFAD's goal in the regions is to enable rural poor people to gain the skills, knowledge, organization and assets that they need to take full advantage of economic opportunities, engage with service providers and participate in local political processes. To achieve this, the IFAD Strategic Framework (2007-2010) aims at empowering rural men and women in developing countries to achieve higher incomes and improved food security at the household level by ensuring sustainable access to:

- Natural resources;
- Improved agricultural technologies and effective production services;
- A broad range of financial services;
- Transparent and competitive agricultural input and produce markets;
- Opportunities for rural off-farm employment and enterprise development; and
- Local and national policy and programming processes.

The Division currently manages a portfolio comprised 53 programmes and projects in 16 countries, directly targeting an estimated 8.4 million households, with a total IFAD investment of US\$976 million. All engagements either fit within, or actively contribute to, poverty reduction strategies and the agricultural sector policy frameworks of national governments; all have a strong focus on the establishment of partnerships – with governments, as well as with NGOs and civil society organisations, private sector players and representatives of development agencies; and increasingly, all are expected to contribute to IFAD's corporate knowledge management agenda.

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**How to Apply** Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD.

Interested candidates are encouraged to apply by completing [IFAD's Personal History Form \(www.ifad.org\)](#) to the Office of Human Resources, and submit it by e-mail to [l.orebi@ifad.org](mailto:l.orebi@ifad.org). Applications from qualified women candidates are particularly encouraged.

Candidates must indicate clearly the Vacancy Number. Any application received by IFAD after the closing date will not be considered.

**The deadline for applications is 8 November 2010.** Applications received after this date will not be considered. Applicants will receive an acknowledgement of receipt of their application. Thereafter only those shortlisted for interviews will be contacted