

# Advertisement

## Associate Professional Officer Agricultural Development

IFAD

Closing date: 2 November 2014

### I General information

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|--------------------------------|---|
| <b>Title:</b>                  | Associate Professional Officer (APO)                            |
| <b>Sector of Assignment:</b>   | Agricultural Development  |
| <b>Country:</b>                | Kenya   |
| <b>Location (City):</b>        | Nairobi   |
| <b>Agency:</b>                 | East and Southern Africa Division (ESA)                         |
| <b>Duration of Assignment:</b> | Initially one year with the possibility to extend up to 3 years |
| <b>Grade:</b>                  | P2 step 1 in the first year,                                    |

**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 **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

PLEASE READ THE INFORMATION ON THE NEDWORC WEBSITE CAREFULLY BEFORE CONSIDERING APPLYING

The selected candidate will be awarded fixed-term appointment funded against the availability of resources provided by Netherlands Government. The initial offer will be for a period of one year. The appointment is conditional to the availability of the resources mentioned above, and may be extended for further one year and only up to total three years. The appointment will expire after the donor funds are exhausted and carries no expectation of renewal, continuous employment or conversion to any other type of appointment with IFAD.

### II Duties, responsibilities and Output Expectations

#### General

Under the overall supervision of the Divisional Director and the policy and management guidance of the Country Director (CD) and Head of IFAD Regional Office in Nairobi, the Associate Professional Officer is responsible for analytical support to programme activities. His/Her accountabilities/key results are:

- Regional or Country Programme Support
- Divisional or Country Office Support
- Support to Partnership Building
- Support to Policy Analysis/ Knowledge Management
- Reporting

The Associate Professional Officer is expected to perform functions related to IFAD's mandate of improving rural food security and nutrition and enabling poor rural men and women to overcome

their poverty, and to overall efforts of IFAD within the UN Common System to increase capacity-building and sustainable development in developing countries.

#### **1. Regional/Country Programme Support:**

- The Associate Professional Officer collects and analyzes data to have a basic understanding of international practices and HQ procedures in support of programme/project activities enhance the technical quality of IFAD country activities by supporting programme (COSOP) and project (grants and loans) design, supervision, and implementation and completion (PCR) activities; s/he provides substantive contributions to monitoring and evaluation (RIMS) and reporting (PSR). The APO participates in capacity building activities including support to identifying, analyzing, documenting, harmonizing and disseminating both national and local issues as well as conditions and best practices and lessons learned among partner development agencies

#### **2. Divisional/Country Office Support**

- The Associate Professional Officer is accountable for day-to-day support to administration and reporting in support of the CD. S/He provides analysis of and inputs to budget preparation, monitors expenditures and grant portfolios providing support as requested.

#### **3. Support to Partnership Building:**

- As a divisional or country team member, the Associate Professional Officer supports the Divisions or CO's relationships through the identification of potential partners, development initiatives and best practices. S/He analyzes findings in comparison with the assigned Fund strategies, identifying potential opportunities. S/He maintains counterpart contacts needed to promote programme and project implementation, including tracking project/programme documentation through the project cycle, including completion.

#### **4. Support to Policy Analysis/Knowledge Management:**

- As a divisional or country team member, the Associate Professional Officer' 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 an international best practices perspective, the APO 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. Support to Policy Analysis/Knowledge Management:**

- The Associate Professional Officer 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 regional portfolio. S/He 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

### **III Training component: Learning elements and expectations**

Upon completion of the assignment the APO will have/ will be a:

- Results-oriented Performer: strong analytical skills together with solution-oriented project management skills. Dynamic, self-motivated and creative thinker. Ability to work independently and with limited supervision.
- Team Worker/Builder: ability to foster teamwork and establish and maintain effective and harmonious working relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Networker: strong diplomatic skills with the ability to work effectively with others and create and maintain a solid network within and outside the organization.
- Planner and Organiser: capacity to set clear priorities within a boundless and often challenging agenda, combined with ability to meet deadlines in a high-pressure and high-energy

environment and development

- Communicator: strong capacity to listen and communicate effectively to engage others and develop close and effective working relationships with internal and external clients. Strong social skills with the capacity to demonstrate an open mind.

The APO training programme includes the following learning elements:

- Corporate induction training: it gives staff the opportunity to gain a better understanding of IFAD's strategies, processes and core values.
- Corporate Supervision training: it gives staff the opportunity to learn the IFAD implementation support, supervision, and knowledge management role of the grants and loans it provides to its country recipients
- Field Procurement training
- Writing clearly and concisely
- Training on a technical thematic key to IFAD, depending on the APO's aspiration (e.g.: rural finance, climate change adaptation, gender, M&E, etc.) Upon completion of the assignment the JPO will have/ will be able to:
- The APO will have a personal budget for training and training courses related to the job and future career development

#### **IV Supervision**

**Title of supervisor:** Divisional Director and the Country Director (CD) and Head of IFAD Regional Office in Nairobi

##### **Content and methodology of supervision**

IFAD's approach to Performance Management is based on continuous performance review and feedback through a combination of informal and formal meetings to achieve individual, team and corporate results. The performance management cycle consists of distinct phases that occur sequentially or in parallel over a twelve-month period:

- Performance Planning: (January to February): involves the agreement objectives, competencies, and personal development plan
- Mid-year review (June- July): is a formal review that must take place between June and July to review and discuss challenges and successes of the first six months, and outline how to make further progress towards achieving the performance plan over the second half of the year)
- Year-end review: Performance over the whole year is discussed and assessed and the review is recorded and submitted to the Management Review Group that formally decides on ratings and closes the performance cycle.

#### **V Required Qualifications and Experience**

##### **Education:**

Advanced university degree (Masters) in social sciences, economics, business management, rural development, agriculture, agricultural economics, rural finance, public policy or related disciplines. Expertise in one or more of the following topics would be an asset: rural finance/microfinance; value-chain development; financial management.

##### **Working experience :**

2 to maximal 4 years progressively responsible professional experience in development institutions and/or government service. Qualifying work experience in country programme 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. Working knowledge of another official language (Arabic, French, or Spanish) is desirable.

### **Key competencies**

- **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

### **VI Background information on Agency/Department/Section**

The International Fund for Agricultural Development (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 is present in more than 80 countries to develop and finance programmes and projects aimed at increasing agricultural productivity and incomes.

### **VIII How to apply**

Interested candidates are requested to apply by completing IFAD's Personal History Form (PHF) in English. A separate CV may be attached if you so desire, but only as a supplement to and NOT as a substitute for the PHF.

The application should be made through the online system only: review the IFAD [home page](#) for any job openings and link your application to a specific vacancy number. PLEASE READ CAREFULLY the instructions in 'How to Apply' before you start.

Closing date for application is **2<sup>nd</sup> November 2014** .

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted. If applicants do not hear from IFAD HRD within three months from the date of application, they should consider their application unsuccessful.