

# Advertisement

## Junior Professional Officer Field Support Unit

International Fund for  
Agricultural Development

Closing date:  
30 October 2015

### I General information

<b>Title:</b>	Junior Professional Officer Field Support Unit
<b>Sector of Assignment:</b>	Corporate Services Department
<b>Country:</b>	Italy
<b>Location (City):</b>	Rome
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**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. Candidates **MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

For criteria see the website of Nedworc Foundation:

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

### Please read the criteria and FAQ section 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 and responsibilities

#### General

The JPO will support the Senior Operations Adviser in providing administrative support to the IFAD Country Offices with the aim of streamlining procedures and enabling further decentralisation to the IFAD Country Offices. The JPO will also facilitate divisional change and other strategic projects, especially those that require collaboration across different IFAD units.

The JPO will play a key role in supporting IFAD's continued change process in the area of support to IFAD Country Offices.

#### Specific

1. Monitor and oversight of administrative services and operations outlined in all service level

<p>agreements (SLAs) between IFAD Country Offices (ICO) and hosting agencies.</p> <ol style="list-style-type: none"> <li>2. Support and coordination for the establishment of service level agreements in consultation with the Country Programme Managers, PMD and hosting agencies.</li> <li>3. Establish and support an efficient and effective network system with administrative focal point in the various hosting agencies when disputes arise related to the service level agreements to streamline operations and processes;</li> <li>4. Assist in the establishment process of an ICO, closely follow up on all Host Country Agreements discussions and the accreditation process</li> <li>5. Compile accurate data and provide analytical reports on various ICO administrative operations, variances, recommending improvements in procedures and processes where necessary in consultation with various internal and external stakeholders.</li> <li>6. Support with the development and design of efficient procedures, manuals, guidelines and circulars related to ICO administrative operations.</li> <li>7. Provide administrative guidance to staff in the ICOs and specific briefings to Country Programme Managers and Country Programme Assistants on administrative operations;</li> <li>8. Contribute to the preparation of meetings, background papers, analytical notes, sections of reports and studies, etc.</li> <li>9. Travel to IFAD Country Offices as required</li> <li>10. The work will require collaboration with colleagues within IFAD other UN agencies around the world.</li> </ol>
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### **III Training component: Learning elements**

The JPO training programme includes the following learning elements:

1. Corporate induction training: it gives staff the opportunity to gain a better understanding of IFAD's strategies, processes and core values.
2. Writing clearly and concisely
3. The JPO will have a personal budget for training and training courses related to the job and future career development of \$4,000 per contract year

### **IV Supervision**

**Title of supervisor:** Senior Operations Adviser, Field Support Unit

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

**Education:**

Advanced university degree (Master's or equivalent) from an accredited institution in business or public administration or other job related field.

**Working experience :**

**At least two to maximum four years** of professional work with relevant experience in administration or programme support service in a multi-cultural organization or national organization providing support on a global.

**Languages and other requirements :**

1. Excellent written and verbal communication skills in English and French. Working knowledge of another official language (Arabic, French, or Spanish) is desirable.
2. Willing to learn and adapt to IFAD vision and values, be self-motivated and able to take initiatives when opportunities arise and eventually be in a position to assist in managing the work of others.

**Key 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**

- Ability to formulate strategies, concepts and policy papers; ability to review and analyse information from diverse sources
- Strong written and oral communication skills
- Ability to set out a coherent argument in presentations and group interactions and capacity to communicate fluently with different counterparts to establish and maintain trusted partnerships for achievement of objectives.
- Ability to write clearly, succinctly and convincingly.
- Ability to contribute to formulation of strategies and policies.
- Understanding of main processes, methods and best practice in relation to administrative duties.
- Excellent planning and organizing skills, ability to set high standards for quality of work and to achieve project goals consistently
- Strong IT skills.

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

IFAD is an international financial institution and a specialized United Nations agency dedicated to eradicating poverty and hunger in rural areas of developing countries. IFAD provides low-interest loans and grants to developing countries to finance innovative agricultural and rural development programmes and projects. IFAD is present in more than 90 countries. It is among the top multilateral institutions working in agriculture in Africa. IFAD has its headquarters in Rome, Italy.

As part of IFAD's wider reform programme, a number of significant changes have been undertaken in the past few years to strengthen the area of support to the IFAD field presence. The Senior Management established the Field Support Unit in 2013 in the Corporate Services Department. The Field Support Unit provides support in administrative and security matters related to all IFAD's field activities, including the 50 approved IFAD Country Offices (ICOs) around the world. This includes the functions of field security as well as field security trainings, security compliance of IFAD travel, general administration, human resources, information communication technology support, service level agreements with host agencies, host country agreements, accreditation and privileges.

### **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. In this regard, please review our home page (<http://www.ifad.org/job/index.htm>) for any job openings and link your application to a

specific vacancy number.

PLEASE READ CAREFULLY the instructions in 'How to apply to current job opportunities' (<http://www.ifad.org/job/erecruitment/index.htm>) before you start.

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.