

Advertisement



Investing in rural people

Junior Professional Officer

Private Sector Portfolio Analyst (JPO)

International Fund for
Agricultural Development
(IFAD)

Closing date:
31 March 2026

I General information

Title:	Private Sector Portfolio Analyst (JPO)
Sector of Assignment:	Department for Country Operations (DCO) Private Sector Operations Division (PSD)
Country:	Italy
Location (City):	Rome
Agency:	IFAD
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

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**.**

Maximal age limit is 32 years as of 31 December of the year of application.

For the minimum qualification requirements see the website of Nedworc Foundation:
[Junior Professional Officer Programme - Nedworc Foundation](#)

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

The Junior Professional Officer (JPO) provides technical support and analytical input in the thematic specialization, assisting in the design, development, monitoring and evaluation of IFAD's private sector investments and supporting operational engagements with the private sector within IFAD's sovereign investments. The JPO may work collaboratively with other thematic Technical Specialists, global, regional and country team staff, Investment Officers and other staff to ensure consistency, cohesion and synergy in the application of technical advice and provision of programme development support.

The Private Sector Portfolio Analyst provides technical support in portfolio management of private sector investments and contributes to relevant corporate processes to enhance the effectiveness and efficiency of Non-Sovereign private sector operations (NSO).

1. TECHNICAL SUPPORT IN PORTFOLIO MANAGEMENT AND MONITORING AND REPORTING:

The JPO works closely with the Private Sector investment Officers/Specialists in the regions and HQ to support the management of IFAD Non-Sovereign private sector operations (NSO) portfolio (which could entail both direct and indirect investments through financial intermediaries as well as technical assistance). The JPO will assist in the monitoring, evaluation and reporting of NSO. Main responsibilities include:

- Provide reliable and accurate aggregate financial and development impact portfolio data
- Support monitoring and supervising of NSO portfolio performance (including regular and blended finance operations) and technical assistance
- Provide analytical support to the reporting of NSO portfolio performance and prepare regular NSO portfolio reports and the annual NSO programme updates for the supervisor's submission to relevant internal committees and the Board
- Assist in coordinating with risk management and accounting officers on maintaining accurate risk rating and project category of the individual transactions and coherent financial data
- Support NSO investment oversight to ensure compliance with various loan agreements covenants
- Track NSO covenants and support follow-up to ensure timely deliverables for portfolio reporting and financial obligations compliance (these can include financial and operational covenants, Environmental, Social, and Governance (ESG)-related covenants, among others).
- Support the development and maintenance of systems/processes are in place to track covenant delivery timelines and identify early warnings of covenant breaches or missed deadlines. Inform and assist in coordinating with Private Sector Investment Officers/Specialists to undertake relevant and timely action to ensure compliance with covenants and investment agreements.
- Assist the portfolio management process, including drafting initial inputs for requests for waivers, consents, and other changes in the terms of loan agreements; and support the Senior Private Sector Portfolio Specialist (Portfolio Management) throughout internal review processes, especially for watch-listed projects
- Support Private Sector Investment Officers/Specialists to lead internal processes and negotiations with clients on non-performing investments, including support in handling of rescheduling and restructuring and obtaining required internal approvals
- Participate in/ and/or support field and supervision missions when required
- Work closely with the Financial Controller's Division (FCD) to support and monitor the processing of disbursement requests related to NSO
- Support the transfer process of executed NSO transactions (from Private Sector Investment Officers/Specialists to Private Sector Portfolio Officers)
- Assist in the development and/or application of internal portfolio management guidelines and impact framework for NSOs, and implementation of performance monitoring systems to ensure the alignment with industry best practice and complementarity with Sovereign Operations (SO)
- Prepare analytical findings and reports for divisional and country-level decision

making on project viability and sustainability

- Contribute to engagement with various key divisions at IFAD to ensure efficient and effective review and implementation of the NSO
- Provide technical support in building operational relationships with private sector partners within the scope of Country Strategies and of sovereign investments
- Provide technical support to integrate NSO within IFAD country programmes
- Provide any other support to the PSD as required from time to time

2. SUPPORT THE DELIVERY AND REPORTING OF PSD WORK PROGRAM

- Assist in the delivery of the PSD work plan; to build synergies and capacity to ensure close coordination and collaboration among the various teams
- Provide support in the delivery of PSD Special Initiatives

3. KNOWLEDGE MANAGEMENT: The JPO supports and/or facilitates stakeholder access to the latest knowledge and innovations in private sector investments and development. He/she will assist in the establishment of new knowledge resources and partnerships to support the operational needs of investment officers, country teams and advance regional NSO and broader private sector (SO loans and grants) agenda/activities. Responsibilities include:

- Provide support for the drafting and review of relevant policies and procedures, guidelines, monitoring tools, manuals, etc
- Provide support to the development and delivery of training modules focused on developing high-performing and high-impact Private Sector (PS) programs
- Participate in IFAD-wide thematic discussions and contribute to the development of appropriate technical and operational guidelines in collaboration with the Office of Development Effectiveness (ODE) and others
- Perform other activities in support of the implementation of IFAD's Private Sector Operational Engagement Strategy
- Contribute to the development and dissemination of lessons learnt on NSO to ensure that experiences from the ongoing portfolio are fed into the design of new NSO

4. PARTNERSHIP BUILDING AND RESOURCE MOBILIZATION: The JPO helps mobilize resources and build relevant partnerships. Responsibilities may include:

- Support the development of existing partnerships and outreach activities as well as development of new relationships with Development Finance Institutions (DFI), impact investors, foundations and corporate partners to expand resources, market and income opportunities for smallholders, small-scale producers, cooperatives and/or agribusiness etc
- Support and/or participate in IFAD's communication of NSO technical and portfolio activities and performance (including participation at international, regional, inter-agency meetings, seminars, and conferences fora, as requested)
- Support the communication with donors and external stakeholders of the Private Sector Financing Programme
- Contribute to the mobilisation of resources for NSO in collaboration with the

- resource mobilization officers, through partnerships and outreach activities
- Support the development of thematic investment platforms

5. MANAGERIAL FUNCTIONS: The JPO is accountable for integrity, transparency, and equity in the management of IFAD resources, including equipment, supplies and, as applicable, staff supervised. The JPO may also be asked to provide guidance to external consultants and more junior staff.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Have a solid understanding of how innovation enhances development effectiveness and contributes to IFAD's strategic priorities.
- Obtain practical knowledge of how evidence is generated, applied, and integrated into project design, supervision, and implementation.
- Strengthen skills in partnerships, innovative finance, scaling pathways, and innovation management methodologies.
- Have first-hand field experience applying innovative approaches within country operations and learning from real-time implementation.
- Improve ability to synthesize evidence, generate insights, and translate learning into operational guidance.

The JPO training programme includes the following learning elements:

- Participation in all mandatory corporate training programmes.
- Access to IFAD-certified courses, and IFAD's broader capacity-building offerings.
- Ongoing coaching and mentorship from supervisors, senior specialists, and technical experts across IFAD.
- Opportunities to join learning sessions, seminars, and communities of practice.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Senior Private Sector Portfolio Officer (Portfolio Management)

Content and methodology of supervision

The assignment requires the provision of technical support and analytical input in portfolio administration, coordination, monitoring, and reporting as well as participation in knowledge sharing with peers and counterparts. The work involves technical analysis and synthesis with contribution to project methodology and inputs to the design of projects, knowledge sharing among peers and counterparts to enhance cooperation, complementarity and synergy and support to monitoring and evaluation to measure and report on lessons learned and best practices. The work is considered moderately complex requiring sound technical analysis and reporting. Typically operating under regular supervision, the JPO's work may be reviewed for technical accuracy, but more typically is reviewed for both technical accuracy and satisfactory progress against the established work plan.

The work relationships of the JPO at this level are primarily for the exchange of information regarding development projects, information-gathering and exchange in support of studies

and thematic assignments, identifying reliable sources and following established guidelines for obtaining information on global, national and sub-regional conditions and sharing methodological approaches and operational experience for implementation of activities undertaken on behalf of the Fund.

The work relationships of the Private Sector Portfolio Analyst involve supporting the provision of technical inputs and assist in addressing issues that arise in private sector project design and appraisal, supervision/implementation and in the preparation of studies and reports. The JPO provides technical inputs, in private sector investments, under close guidance and supervision, at the global, regional, and country level as required. Contacts are with counterparts and senior officials within other DFIs, United Nations organizations having related programmes and with officials of governments, private sector and foundations, non-governmental and inter-governmental organizations, primarily for information exchange and coordination.

In servicing inter-governmental bodies, expert groups and other meetings, the JPO supports, under supervision, the preparation of technical inputs and participates in meetings to provide information on the organization's activities and policies. Contacts are maintained to gather information and follow emerging developments.

V Required Qualifications and Experience

Age limit: Maximal age limit is 32 years as of 31 December of the year of application.

Education:

Master's degree or equivalent in finance, financial engineering, economics, accounting, business management, or related field.

(Degree must be an accredited institution listed on <https://www.whed.net/home.php>)

In exceptional cases, candidates with a first-level university degree (bachelor's degree or equivalent) in combination with two additional years (i.e. a minimum of 4 years) of qualifying experience may be accepted in lieu of an advanced university degree.

Working experience:

- Minimum 2 years relevant working experience (4 years in case of a first-level university degree) in supporting portfolio management or contributing to the structuring and execution of private sector investment projects/NSO and facilities preferably in the agriculture sector involving loan, and preferably also equity and/or guarantee investments, with demonstrated sound business judgement.
- Knowledge of key agriculture and small-scale producers' development finance issues, trends and relevant debates and fora.
- Ability to work under guidance and to prepare analytical inputs and draft recommendations in a succinct and clear manner.
- Ability to participate in external meetings and support outreach activities, and contribute to maintaining relationships with clients, donors, institutional and private investors, government, media, and other stakeholders.
- Experience in a multi-cultural organization or national organization preferably providing support on a global scope, is desirable.

- The following experience would be an asset: experience in data collection and reporting, creation and maintenance of dashboards and identification of data systems needs, as well as analytical work for IFIs or development institutions in the area of private sector investment and organization efficiency.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor's degree will/can be considered.

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

Key competencies

Private Sector Investment Portfolio Monitoring, Data Management, and Reporting: experience with private sector investments, including complex facilities and regular and blended finance investments, conducting due diligence, and financial/ investment decisions, as well as experience with data analytics and reporting.

- Project NSO and programme management execution and evaluation.
- Capacity to follow up and negotiate investee contractual obligations, including refinancing, restructuring, loan closing and default situations.
- Ability to develop, plan and consistently report on portfolio management activities and portfolio quality.
- Capacity to ensure communications (various mediums) activities accurately reflect NSO portfolio activities, financial and impact performance, and technical elements.

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 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.

Department for Country Operations (DCO) is led by an Associate Vice-President and is composed of five (5) regional divisions: Asia and the Pacific Division (APR), East and Southern Africa Division (ESA), Latin America and Caribbean Division (LAC), Near East, North Africa and Europe Division (NEN) and West and Central Africa Division (WCA), the Private Sector Operations Division (PSD), and two (2) units: the South-South and Triangular Cooperation Unit (SSTC) and the fragility unit (FRU).

The Private Sector operations Division (PSD) is led by a Divisional Director based in IFAD Headquarters in Rome, Italy. PSD is responsible for origination, structuring, delivery and portfolio management of IFAD private sector investments, or Non-Sovereign Operations (NSO), as well as for business development, which includes developing the NSO pipeline and supporting complementarity between NSO and sovereign operations within country programmes.

PSD is composed of a Front Office and two units: an Investment Unit and a Portfolio Management Unit. The division also has a Trust Fund Administration function as part of its Front Office, which is responsible for the administration and control of the Private Sector Trust Fund and other off-balance as well as the on-balance sheet funding (PSD financial resources). The PSD division works in close coordination with other divisions in DCO and other departments, offices, and divisions in IFAD. In alignment with the decentralised structure of the Fund, the division operates in a geographically distributed manner, including IFAD Headquarters and Regional Offices.

The Private Sector (PS) Portfolio Analyst works under the direct supervision of the Senior Private Sector Portfolio Specialist (Portfolio Management), PSD and is expected to liaise with PSD Investment Officers on a regular basis.

VII Information on living conditions at Duty Station

Information on Rome as a place to live and duty station is widely available. Specific questions will be addressed at the conclusion of the recruitment process.

VIII How to apply

Please submit your application through the Careers (<https://job.ifad.org>) by the above deadline (31 March 2026).

IMPORTANT! Please note that we are unable to accept and process any application outside the system. Therefore, when applying, please allow sufficient time to prepare and submit your application before the closing date, including the time to request technical support during office hours, should you encounter any system issues (contact erecruit@ifad.org).

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD. In accordance with IFAD's Human Resources Policy, staff members are subject to the authority of the President who can decide to assign them to any of the activities of the Fund. All International Professional staff members are required to be geographically mobile and positions in the professional category are subject to changes in location at any time in line with strategic priorities and reform initiatives in IFAD.

In the interest of making most cost-effective use of funds and resources, we are only able to respond to applicants who are short-listed for interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful. Candidates may be required to take a written test and to deliver a presentation as well as participate in interviews.

Applicants will receive acknowledgement of receipt of their submission.

IFAD is an Equal Opportunity Employer and does not discriminate on the basis of ethnic, social or political background, colour, nationality, religion, age, gender, disability, marital status, family size or sexual orientation.

Please be aware of fraudulent job offers. IFAD does not charge any fees at any stage of the recruitment process. Official communication from IFAD will always come from e-mails

ending in @ifad.org.