

Position Title: Associate Programme Officer	Contract type: Fixed-term appointment (Junior Professional Officer)
Grade: P2	Duty Station: IFAD Country Office, Bangladesh
Department: Programme Management Department	Division/Unit: Asia Pacific Region
Duration of Assignment: 2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.	Effective Date:

Organisational Context

Under the direct supervision of the Country Director (CD), the Junior Programme Officer (JPO) will support IFAD's country programme in Bangladesh. After an inception period, s/he will assist with the oversight of (multiple) individual projects, to get accustomed with the vocation of country programme officers/country programme managers. S/he will prepare an annual work plan reviewed by the supervisor. Weekly meetings will help to monitor and reorient the work. Mid-year review and annual review will help to analyse performance and plan for the subsequent period.

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 its staff work with poor rural people and their governments, communities and organisations in more than 90 countries to develop and finance programmes and projects aimed at increasing agricultural productivity and incomes. The Programme Management Department (PMD) is responsible for the overall lending programme of the Fund, and is composed of five regional divisions (Asia and the Pacific; East and Southern Africa; Latin America and the Caribbean; Near East, North Africa and Europe Division), the Environment and Climate Division, and Technical Advisory Division.

IFAD has been investing in poor rural women and men in Bangladesh for almost 40 years. IFAD's approach aims at: 1) enabling poor people in vulnerable areas to better adapt their livelihoods to climate change; 2) helping small producers and entrepreneurs benefit from improved value chains and greater market access; 3) empowering marginalized groups, including poor rural women, both economically and socially. Consequently, IFAD invests in infrastructure that benefits extremely poor people in Bangladesh, especially women. It also invests in value chains that support landless and marginal farmers, smallholder producers and rural entrepreneurs. Participatory tools help to ensure the inclusion of women and indigenous peoples. The IFAD Bangladesh Country Team has a several staff and various short-term consultants, and is led by a CD.

Position Title of Overall Supervisor: Country Director, Bangladesh, under overall oversight of the Regional Director

Purpose of Position

Under the overall supervision of the CD for Bangladesh and under the overall guidance of the Regional Director, the JPO will assist with country programme management related activities on a full range of operational matters including:

- (1) Design of new country strategy;
- (2) Design of new projects;
- (3) Supervision and implementation support of active projects;
- (4) Engagement with Government and implementing agencies;
- (5) Engagement with development partners;
- (6) Knowledge management and k-products;
- (7) National and regional events.

The JPO will be stationed at the Bangladesh ICO, with duty travel to the field. Travel to HQ and regional events will also arise from time to time.

Duties and Responsibilities

The JPO will assume the following responsibilities:

Programme development, supervision and implementation support

- Assist and support the implementation and monitoring and evaluation of IFAD projects and the design of programmes and projects (grants and loans).
- Provide advice to enhance project management, including capacity building, with regard to loan administration, procurement, proper financial management, audit procedures, M&E systems which includes the revised RIMS indicators, exit strategies and institutional mechanisms for sustainability after project completion.
- In consultation with CDs, organize and participate in supervision and follow-up missions, contributing also to strategic assessments in her area of expertise, identifying constraints to implementation, making appropriate recommendations, and ensuring timely follow-up of the recommendations.
- Undertake activities related to (a) loan / grant entry into force, (b) disbursement conditions; and (c) the facilitation of early implementation including project start-ups.
- Review: (i) Annual Work Plans and Budgets (AWPBs), (ii) Audit Reports; and (iii) Progress Reports. Monitor project progress and implementation, anticipate problems and recommend to CPM preventive measures; assist the timely and systematic completion of project activities and closure of loans and grants.
- Contribute to project design, implementation support, supervision and completion missions to monitor progress and measure results allowing for more efficient implementation and policy development.



Investing in rural people

Monitoring, Evaluation & Knowledge Management

- Provide analysis on implementation progress and results measurement; advise on monitoring tools and ensure compliance with corporate reporting systems.
- Support horizontal collaboration and knowledge sharing among IFAD-funded projects around value chain, farmer organizations and private sector development through meetings, workshops and exchange visits.
- Contribute to knowledge management products, including relevant case studies, through meetings, workshops and exchange visits.

Policy & Partnerships development

- Contribute to policy development workshops based on IFAD projects, innovations and comparative advantage.
- Establish networks and build partnership with: UN agencies and other donors, private sector and civil society representatives and with projects and programmes in the region that are relevant to the country programme.

Thematic Coverage

The country programme covers a range of themes (such as rural economic growth, poverty reduction, agriculture sector modernization and commercialization, climate action, women's empowerment, youth agenda, food security and nutrition, micro-enterprise growth and job creation, policy support).

The JPO will contribute to ensuring the implementation of these themes across the country programme as appropriate. She/he will in particular focus on designing, supervising, and supporting the implementation of activities focused on gender equity and women's empowerment, job creation and the decent work agenda, youth inclusion with skills training and employment intermediation, and overall economic impact and household income increase.

Qualifications and Skills Required

Education and experience:

- Advanced university degree from an accredited institution in rural development, agriculture, agricultural economics, rural finance, development policy or related disciplines
- At least two (2) years', preferably 3-4 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.

Organizational/technical 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

- 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.

Languages and other skills:

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

Learning elements

- 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 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.
- Gain exposure to best practices in key thematic areas, in particular gender equity and women's empowerment, job creation and the decent work agenda, youth inclusion with skills training and employment intermediation, and methodologies to maximise economic impact and household income increase.