

Vacancy Announcement

Vacancy announcement No.	10/22/P
Date of issue:	7 August, 2010
Deadline for applications:	6 September, 2010
Position Title:	Grants Portfolio Adviser
Organizational Unit:	Policy and Technical Division (PTA) Programme Management Department (PMD)
Level:	P-3
CCOG Code:	
Duty station:	Rome (in principle this position is Rome based, however, candidates should be willing and ready to take field assignments and/or rotate within IFAD)
Date of entry on duty:	As soon as possible
Duration of assignment	3-year fixed term (subject to renewal)

Organizational Context

The vision of the Policy and Technical Division (PTA) is to facilitate improved and efficient delivery of IFAD's corporate mandate, predominantly through the quality of the design and implementation of its country strategies, loan and grant operations. PTA is the Secretariat of the Quality Enhancement (QE) - the front-end of the corporate Quality at Entry processes for IFAD COSOP, loans and grants. The Division also supports IFAD investment in developing and applying a knowledge base on pro-poor, community-led rural development.

Through the Grant Secretariat, the division undertakes several activities geared at quality enhancement of the entire IFAD grant portfolio (in terms of design, implementation support and dissemination of results). These include both advocacy and knowledge/learning sharing roles in the context of Adaptive Research and pro-poor innovations - externally and internally. This is in addition to other corporate functions of the Grant Secretariat.

Under the general supervision of the Director of PTA and the direct supervision of the Senior Technical Adviser Economic and Financial Analysis and Grant Coordinator and, as a member of the Grant Secretariat, the incumbent shall carry out the duties and responsibilities described below:

Responsibilities:

- Collaborate with and represent the Grant Coordinator on all substantive matters related to the management, reporting and administration of the corporate regular grants programme;
- Contribute to and help implement the new grant procedures, in line with the Revised Grants Policy presented to the Executive Board in December 2009;
- Coordinate and ensure consistent quality of the technical review of all small-grant proposals (including those under the regular grant programme, as well as the DSF and supplementary fund small grant proposals). Undertake technical reviews for small and large grant proposals, as well as for loan proposals, when required;
- Prepare the Information Note presented, on an annual basis, to the April Board on the Small Grants (Global Regional and Country-Specific) approved by the President;
- Coordinate PTA's Portfolio Performance Report (PPR) and represent PTA as member of the PMD Portfolio Review Group;
- Coordinate PTA's contribution to the corporate Annual Report;
- Develop and manage global/regional grant proposals of corporate strategic importance;

- Provide oversight of the Grants POW & Budget and undertake in-depth and strategic analyses;
- Undertake technical editing of the Report and Recommendation of the President (RRP) to the EBs, for all large global / regional grants;
- Collaborate in knowledge sharing of grant results for all IFAD regional research grants; and
- Author other technical publications of interest to PTA's operational content.

In addition to these responsibilities, the incumbent will represent PTA at inter-departmental technical meetings, workshops, seminars and perform any other related tasks, as requested by the Supervisor.

Professional requirements

Qualifications and experience

- University Degree in business administration, economics, agricultural economics or any related subject. Advanced university degree, such as MBA / MPA would be an asset.
- At least five years of relevant professional work, including experience in managing, processing and reviewing grants, strategic analysis and reporting.
- Thorough understanding and experience in developing effective and efficient business processes. Good knowledge of the grants management and approval.
- Experience in developing and implementing new processes in a collaborative and transparent way;
- Familiarity with key regional and global centers of excellence in adaptive/applied agricultural research.

Communication

- Excellent written and verbal communication skills in English, and the ability to present coherent and convincing strategic analysis to various audiences, both internal and external to IFAD.
- A working knowledge of another official language of IFAD (Arabic, French, or Spanish) is desirable.
- Demonstrated and outstanding analytical skills, including high computer literacy in Excel. Knowledge of information systems and databases would be an asset

Core competencies

- **Planner and Organiser/Decision-Maker** – you will have excellent judgement and the ability to think strategically, assessing and responding to new challenges. You will be able to set clear priorities within a boundless and often challenging agenda;
- **Team Worker/Builder** – you will have strong interpersonal skills, that will allow you to develop a close and effective working relationship with internal and external clients at all levels;
- **Leader / Performer** – you will have excellent management skills, and be able to deploy them in a multicultural setting. You will have the ability to inspire teams to work together to achieve common objectives;
- **Facilitator of Change** - you will balance a responsive and proactive approach to meeting client needs, encouraging staff to understand client needs and concerns and ensuring provision of customized services and products as appropriate;
- **Model of integrity, trustworthy and confident** – you will champion IFAD's core values - Results, Integrity, Professionalism and Respect.

Other information

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD, and they may be assigned by him/her to any of the activities of IFAD, including field assignments and/or rotation within IFAD.

IFAD reserves the right to appoint a candidate at a lower level than that advertised commensurate with experience and knowledge.

Interested candidates are requested to apply by completing IFAD's Personal History Form (PHF) in English. The PHF is available on the web-site <http://www.ifad.org>. The applications need to be addressed to the Human Resources Division, Via Paolo di Dono 44, 00142 Rome, Italy, Fax +39-06-5043463, Email vacancy@ifad.org. and must clearly indicate the Vacancy Number and position title. Any application received by IFAD after the closing date or not fulfilling the above-indicated requirements will not be considered. Applications from women candidates are particularly encouraged.

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.