

## **Junior Professional Officer Programme (JPO) Chiffre Nr. 2025-1-24**

### **I. JOB DESCRIPTION**

<b>Job Title:</b>	<b>JPO HR Analyst (Front Office)</b>
<b>Organization:</b>	International Fund for Agricultural Development (IFAD)
<b>Department:</b>	Corporate Services Department (CSD)
<b>Division/ Unit</b>	Human Resources Division (HRD)/Front Office
<b>Country and Duty Station:</b>	Rome, Italy

**Duration and Type of Assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

### **II. ORGANIZATIONAL CONTEXT**

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.

### **III. POST'S ORGANIZATIONAL ACCOUNTABILITY**

The Human Resources Division (HRD) is fully integrated within the Corporate Services Department (CSD), servicing colleagues at Headquarters as well as in the field, with the ambition of being a strategic, business- oriented and fully trusted professional partner with IFAD managers and staff. Its mission is to provide best practice HR policies, advice, and solutions, all of which are designed to recruit and develop the best and most appropriate talent to carry out IFAD's mandate. Each work unit within the division has special responsibilities to help achieve this vision and are bound with the same team-spirit, to offer comprehensive and seamless solutions to management and colleagues.

#### **IV. THE JPO POSITION**

The incumbent's position is an entry-level position in the Human Resource Division's (HRD) Front Office, designed to build expertise in a broad range of HR occupations, such as recruitment, administration of entitlements, classification, staff development, learning and development activities, HR strategy etc. They work under the direct supervision of the Director of the Division.

The incumbent works closely with the Director to perform routine and non-routine work with established precedents independently; complex, precedent setting recommendations are developed in consultation with the supervisor or other subject matter expert.

The work requires accurate analysis, reporting, proposals on enhancement to further strengthen the Fund's credibility as an effective and efficient organization in the HR sector.

The incumbent has access to advice and on-the-job training from specialists in the individual HR occupations in the resolution of on-going non-routine casework.

The work relationships of the incumbent involves close coordination with the Director of the Division, and both written and verbal communications to obtain and provide information regarding decisions on specific cases or to explain why an action has been taken or to obtain information needed to take decisions or support further HR processes. The work requires skill in building constructive, effective relationships. External contacts are predominantly with human resource professionals in other organizations.

**Position Title of Overall Supervisor:** Director, HRD

#### **V. DUTIES AND RESPONSIBILITIES**

**HUMAN RESOURCES MANAGEMENT:** The incumbent is establishing their knowledge base in the UN's as well as the Fund's HR strategy, principles, policies, regulations, rules, and procedures. They are assigned routine and non-routine casework requiring the analysis and synthesis of issues and problems and interpretation of established, formal guidelines to address and recommend solutions or further actions required, and work under the close supervision of the Director, HRD.

In particular, the incumbent:

- Contribute to the establishment of staff development and learning priorities and plans. This includes activities such as developing, designing and implementing comprehensive learning solutions from concept initiative to implementation and change management.
- Contributes to the development of new HR initiatives in the fields of benefits and entitlements, performance management, policy, systems, talent acquisition, and talent management.
- Compiles and maintains data on trends, risks and opportunities and sharing HR best practices; this may include researching IFAD, UN and IFI policy material as well as studies of academic research papers, private and public sector best practice.
- Assists in reviewing and drafting communications on HR initiatives, required to support IFAD's programmatic and operational requirements, ensuring compliance with the overall IFAD policy framework.
- Prepares briefing notes, factsheets, presentations, and other documents in support of various communication initiatives relating to HR activities.

- Assists in developing new approaches and mechanisms to attract candidates of high quality and from diverse backgrounds.
- Continuously remains abreast of the latest trends in the field of human resources to further and promote the Organization's brand and reputation as an employer.
- Continuously monitor and evaluate the outcome of outreach activities through the analysis of staffing trends across the Fund.
- Identify reporting mechanisms to report on effectiveness and best use of different channels with respect to strategic recruitment priorities (e.g., gender and geographical diversity)

**HUMAN RESOURCES ADVOCATE:** The incumbent supports the foundation of HRD's reputation as a value-added service provider as part of the Division's HR strategy. At this level the focus is on building a knowledge base of the Fund's governing structure, mandate, long-term business strategy, organizational dynamics, and culture. They reach out to staff, listening and responding effectively and efficiently to common issues and problems and building relationships based on respect and trust. From the perspective of a value for diversity and respect for a multi-cultural client base, they develop communication skills that serve to promote the Division's strategy and the equitable management of IFAD staff.

**AGENT OF CHANGE:** The incumbent maintains an awareness of the principles of change management and proactively serve as a role model for transformation and capacity for acceptance of change. They use a solid knowledge of information technology to analyze and promote acceptance of new methods of work and effective communication skills to persuade and influence managers, supervisors, and staff to adopt change. Going beyond acceptance to change in methods and technology tools, the incumbent manages change through information exchange with HR colleagues and outreach to client offices to ensure open and regular communications pertaining to current and planned changes in the HR strategy.

## **VI. QUALIFICATIONS AND SKILLS REQUIRED**

### **Education and experience:**

- **Master's degree** from an accredited institution in Human Resources Management, Public Administration, Business Management, or another job-related field.
- At least two (2) years of experience in a multi-cultural organization or national organization providing support on a global scope.
- Experience in HR project management is preferable, particularly in the field of learning and development areas.

### **Organizational/technical competencies:**

#### **Organizational**

- **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.

- **Teamwork:** 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.

#### **Technical/Functional**

- Solid project management skills in developing, designing and implementing learning solutions, with a strong focus on learning and development initiatives.
- Basic knowledge of the principles and concepts of human resources management.
- Ability to identify issues, formulate opinions and make conclusions and recommendations.
- Analytical and organizational skills.
- Demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style, and format to match audience; ability to present sometimes negative results in a considered and tactful manner to promote acceptance.
- Takes responsibility for incorporating gender perspectives and ensuring the equitable consideration of women and men in all assigned HR activities.
- Excellent knowledge of information technology systems and tools.

#### **Language:**

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

## **VII. TRAINING COMPONENTS AND LEARNING ELEMENTS**

#### **Training components:**

- On the job training in work related areas on a wide range of new and emerging issues with a focus on delivering results and impact.
- Participation in trainings organised by IFAD and external training providers.
- Direct coaching by the Director, HRD and HRD's HR specialists.

#### **Learning elements:**

- Developing leadership skills to pursue and guide initiatives with freedom from management to create and start and lead new activities.
- Providing analytical inputs and recommending a path for follow-up actions.
- Developing self-awareness and ability to identify how an initiative or product can contribute to adding value to the overall strategy of an organisation.
- Communicating effectively to suit various audiences in a highly diverse setting.
- Learning how to reach out to various internal and external clients, building professional relationships, listening, and responding effectively and efficiently to technical queries.
- Learning how to be an agent of change, client orientation and service.

The incumbent will gain exposure and experience in:

- IFAD's corporate services across departments and units.

- The exposure to all levels of staff and management in IFAD will assist the JPO in developing strong and practical inter-personal and management skills.
- The organisational role of the JPO will ensure that s/he gains comprehensive understanding of the working of a UN agency and Development Financial Institution.
- Learning will be achieved through structured courses, on-the job coaching, assignments of increasingly responsible tasks and gradual exposure to all facets of IFAD's work at HQ and in the field. It will be gradual and will continue throughout the entire period of the assignment.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen  
(BFIO) unter Angabe der Chiffre Nr. 2025-1-24 auf dem  
Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**