

IFPRI VACANCY POSTING

Position #

LOCALLY RECRUITED POSITION

TITLE: POLICY FACILITATOR

LOCATION: JAKARTA, INDONESIA

REPORTS TO: P.K.JOSHI, DIRECTOR-SOUTH ASIA, NDO

DIVISION: NEW DELHI OFFICE

GRADE:

POSTING DATE: JUNE 13, 2017

CLOSING DATE: JULY 05, 2017 OR UNTIL FILLED

Job Summary:

The New Delhi Office (NDO) is hiring One Policy Facilitator. The candidate will be based in Jakarta, Indonesia, and will oversee and coordinate the programme activities of IFAD - ASEAN project with key researchers of IFPRI based in Washington, DC, and South Asia Regional Office in New Delhi. Adequate technical, administrative and coordination assistance would be ensured by IFPRI to the Policy Facilitator.

Job Description:

The successful candidates will perform the following duties:

- Oversee and coordinate the programme activities with key IFPRI researchers based in Washington DC (USA), the South Asia Regional Office in New Delhi, and key partners, including the ASEAN, ASEC, the AMAF, AFA, and ASIADHRRA.
- Identify and document various outputs in the form of thematic and research outcomes of the project.
- Conduct and participate in all the meetings of RPSC, NPSC, IFPRI and SEARCA in accordance with technical responsibility of the project.
- Responsible for constant sharing of information on the project's progress with all members of the RPSC and NPSCs.
- Responsible for the preparation of the annual workplan and ensuring overall compliance with IFAD's financial management requirements (Financial Management Reports and Auditing).
- Any other duties as assigned by respective supervisors.

Required Qualifications:

- Master's degree in economics/ rural/agribusiness management.
- Excellent computer skills, in particular with STATA (knowledge of STATA is mandatory and the candidates will be tested on STATA skills during interviews), and Microsoft Office spreadsheets, graphics, and word processing.
- Experience in organizing events such as policy dialogues workshop etc.
- Good organizational skills
- Ability to work independently.

IFPRI is one of the international agricultural research institutes organized under the umbrella of the Consultative Group on International Agricultural Research (CGIAR). The mandate of IFPRI is to identify and analyze alternative national and international strategies and policies for meeting world food needs in ways that conserve the natural resource base, with emphasis on low income and on the poorer groups in the countries.

IFPRI offers a multicultural, collegial research environment with competitive salary and excellent benefits. IFPRI is an international and equal opportunity organization and believes that diversity of its staff contributes to excellence. We encourage women and developing country professionals to apply.

TO APPLY:

Internal Candidates (IFPRI Employees only): Please send cover letter & resume – via email – to Jyotsana Dua j.dua@cgiar.org

External Candidates: Go to www.ifpri.org. Click on “Careers” and “Research Positions” to link you to **Position -17-XXX –Policy Facilitator**. Please complete on-line application, including a complete curriculum vitae and a detailed letter of interest. Also complete section providing 3 references.

For more information on IFPRI, please visit our website at www.ifpri.org. EOE