**IFIAD Coordinator**

**Job Description**

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| **Job Title** | IFIAD Coordinator |
| **Company** | Irish Forum for International Agricultural Development (IFIAD) c/o Self Help Africa |
| **Location** | Dublin |
| **Reports to** | IFIAD Chair (functional)  SHA Head of Policy, Research and Evaluation (administrative) |
| **Contract Type** | Full time |
| **Duration** | One year, renewable |
| **Salary** | 44,000-46,000 |
| **Job Purpose** | ***Irish Forum for International Agricultural Development (IFIAD)***  The Irish Forum for International Agricultural Development (IFIAD) was established in early 2016 as a voluntary, multi-disciplinary platform to share knowledge and good practices, capitalizing on Ireland’s excellence in the agri-food sector for the benefit of development programming and policy, in support of Ireland’s development objectives.  The Forum’s key objectives are:  1. Share knowledge and information between Forum members on sustainable agriculture, food and nutrition security for better livelihoods and promote impact-oriented and needs-driven application on farm and in communities and value chains  2. Promote the visibility of Ireland’s role in agriculture for development at national and international level  3. Contribute to policy processes at national and international level, with particular emphasis on policy coherence  4. Maximise collaboration, synergies and complementarities among different Irish actors involved in international agriculture development  5. Identify new opportunities that have the potential to deliver poverty reduction, inclusive sustainable development and food and nutrition security in developing countries  6. Promote good practice approaches in monitoring and evaluating agriculture for development interventions  7. Facilitate capacity-building opportunities for Forum members and their developing-country  ***The role***  There are two core aspects to the position:   * Management and coordination of the Forum (meetings; events; working groups, funding bids, profile and communications) * Providing strategic and technical leadership, knowledge and guidance to further strengthen the reach and scale of operation of the Forum and its members. |
| **Key Responsibilities** | * Coordination of Forum’s regular activities (Steering Committee meetings; Working Groups meetings; newsletter) and ad hoc events (seminars/workshops) * Management of Annual Budget * Organisation of Annual Conference * Management of content for IFIAD’s Website & Twitter feed * Resource mobilisation for IFIAD member activities (e.g. involving 3 or more institutional members) * Opportunity identification and support for funding applications by IFIAD members * Coordination of IFIAD members collaborative projects (funding bids; research collaboration, policy submissions etc.) * Identification and implementation of strategic opportunities to profile and grow IFIAD nationally and globally * Development and support to implementation of strategic and operational plans for IFIAD * Representation of IFIAD members at relevant national and international events * Any reasonable duty may be assigned that is consistent with the job and its level of responsibility |
| **Key Relationships** | Internal   * Chairperson * Vice Chair * SHA Head of Policy, Research and Evaluation * Steering Committee members * Working Groups * Secretariat team (including interns)   External   * Partners * Donors |
| **Knowledge and Experience** | * At least three years’ experience in policy and research coordination, ideally relating to international agricultural development, at national and international levels * Strong knowledge and experience of different sectors (i.e. NGO, Government, UN, Academia, Business) * Strong knowledge of current national and international policy, research and programmatic discourses in the area of sustainable agriculture and food systems for international development |
| **Qualifications/Other Requirements** | **Essential**   * Master’s Degree or equivalent in International Development, Political Science, Social Studies, Business/Economics, Agri-Sciences or related fields * Excellent writing skills with a proven ability to write clearly and concisely, and strong interpersonal and communication skills * Experience of resource mobilisation for international development activities (research, innovation, development programmes) * Ability to contribute to policy formulation at local, national and international level * Ability to contribute to strategic planning processes * Strong research and analytical skills * Good organization, planning, teamwork and management skills |