



## Donor Funded Staffing Program

<b>TOR No:</b>	<b><u>2024-023</u></b>
<b>Title:</b>	<b>Operations Officer</b>
<b>Grade:</b>	G1
<b>Division/VPU:</b>	IFC-Strategic Initiatives, Analytics, & Knowledge Management Unit (CSIAK)/ Corporate Support VPU (COSVP)
<b>Duty Location:</b>	Washington, D.C
<b>Appointment Type and Duration:</b>	Two-year Term Appointment

### **BACKGROUND**

IFC — a member of the World Bank Group — is the largest global development institution focused on the private sector in emerging markets. We work in more than 100 countries, using our capital, expertise, and influence to create markets and opportunities in developing countries. In fiscal year 2023, IFC committed a record US\$43.7 billion to private companies and financial institutions in developing countries, leveraging the power of the private sector to end extreme poverty and boost shared prosperity as economies grapple with the impacts of global compounding crises. For more information, visit [www.ifc.org](http://www.ifc.org).

The Corporate Support Vice Presidency (COSVP) provides foundational services necessary for IFC to achieve its development mission by bringing together integrated solutions from Budget and Business Administration, Strategy, HR, Communication, Strategic Initiatives, Analytics & Knowledge Management, and Information & Technology functions under one umbrella to enable the execution of IFC's management and operational needs in the best way.

The Strategic Initiatives, Analytics and Knowledge Management (CSIAK) unit is responsible for enhancing IFC's corporate knowledge, learning and change management capabilities and to further strengthen our corporate analytics and reporting. The mandate of the unit is two-pronged: (1) drive innovation and continuous improvement within Corporate Support VPU (COSVPU) and (2) together with all other functions within the VPU and other relevant units across IFC, support senior leadership in designing and implementing the institutional change needed to achieve IFC's strategic objectives and growth ambitions.

### **DUTIES AND RESPONSIBILITIES**

CSIAK is looking for an Operations Officer who will provide support to the work of the unit, including the following areas:

- Coordinate with stakeholders across the World Bank Group to support the development, roll-out and reporting on the WBG Corporate Scorecard indicators.
- Support the annual formulation of IFC Corporate Scorecard targets and VPU Key Performance Indicators, as well as results updates and dissemination efforts.
- Collaborate with various stakeholders on updates and reporting on IFC performance against Capital Increase Package targets and Forward Look strategy.

- Provide general analytical and research support and contribute as needed to CSIAK's overall work program, including knowledge & learning, analytics & reporting and change management exercises.

The selected candidate will work closely with colleagues across the VPU, IFC, and IFC regions and sectors as well as with other counterparts in IFC and the WBG as appropriate and will represent CSIAK as needed.

**Note:**

The selected candidate will not be assigned to programs involving their own government such as donor coordination and trust fund management.

**SELECTION CRITERIA**

- A master's degree in business, economics, finance, international development, or public policy, with a strong academic record, and a strong grasp of core economic and financial concepts and an understanding of development issues and impact.
- At least eight years of relevant work experience in development, preferably in emerging markets. Experience in strategy, knowledge management and change management or related functions is a plus.
- Familiarity with IFC's development delivery model.
- Strong analytical, conceptual, and strategy formulation capabilities; demonstrated ability to combine the big picture with attention to detail.
- Ability to research and synthesize large volumes of information from diverse sources.
- Top-notch Microsoft Word, PowerPoint, and Excel skills, including advanced data management and visualization skills.
- Excellent English written and oral communication skills.
- Flexibility, responsiveness, and ability to manage multiple activities to tight deadlines.
- Prior experience working with cross-functional teams and across departments in a matrix organization. Proven ability to work in a team and intercultural environment, with minimal supervision.

**World Bank Group Core Competencies**

*The World Bank Group offers comprehensive benefits, including a retirement plan; medical, life and disability insurance; and paid leave, including parental leave, as well as reasonable accommodations for individuals with disabilities.*

*We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, race, ethnicity, sexual orientation, or disability.*