BACKGROUND

The World Bank Group (WBG) sees the closing of key gaps between men and women, and expansion of voice/agency for women and girls as critical to its goals of eliminating poverty and boosting shared prosperity. The WBG has made large strides in addressing these issues over the past 20 years. Particularly under International Development Association (IDA) 17 and 18, the WBG has committed to an ambitious corporate push on new targets and strategic frontiers, and the new WBG gender strategy commits Regions and Global Practices to draw on strong, evidence based gender analysis to inform policy and program priorities. The WBG seeks stronger and better-resourced efforts to address gender inequalities in human development, access to good jobs and control over productive assets, and services that meet the needs of both women and men, especially the poorest, and focus also on areas that could have transformational impacts.

The Gender CCSA is a provider of tested solutions to close gender gaps, through supporting cross-cutting operational approaches to development challenges, improving the evidence base for results, engaging in knowledge generation and capture, training and learning, monitoring corporate commitments and scaling up partnerships with public and private sector stakeholders for reach, relevance, and effectiveness of results. The Gender CCSA, which comprises the World Bank’s Gender Group and the International Finance Corporation’s (IFC) Gender Secretariat, works with counterparts across Global Practices, Regions, and other CCSAs to leverage the full breadth of available expertise in the implementation of the WBG’s gender strategy, and to help the institution achieve its corporate targets and goals.

DUTIES AND RESPONSIBILITIES

The Gender CCSA is seeking a young and dynamic professional to support the work of its Corporate Affairs and Partnerships Team. The selected candidate will be working closely with the Team Leader in a) supporting the gender CCSA’s engagement on priority corporate affairs (such as IDA replenishment) and engagement with the WBG’s Board of Executive Directors and b) in supporting the CCSA’s partnerships portfolio. Specific tasks will include, but are not necessarily limited to:
1. Corporate Affairs:

A. Working closely with the Team Leader, support the Gender CCSA engagement on IDA:
   - Provide input in the drafting of IDA Special Themes reports (such as the IDA17 final report, the IDA18 mid-term review, and similar reports), and other reports and papers associated with the IDA process.
   - Support the drafting of briefing notes, talking points and presentations and in preparation for meetings with internal and external partners, such as the IDA Deputies, bi and multilateral meetings with clients and donors.

B. Support Gender CCSA engagement with the Board of Executive Directors
   - Support the preparation of regular reports to the Board of Executive Directors (EDs) on the implementation of the gender agenda at the WBG, including reporting on portfolio performance against corporate commitments and targets (Corporate Scorecard, IDA and similar). The selected candidate will provide analytical and research support, working together with relevant colleagues in the CCSA and with counterparts across the institution.

2. Partnerships: Support the Gender CCSAs efforts to develop and maintain strategic partnerships that help advance the corporate agenda. The selected candidate will:

   - Help in the organization of the annual Community of Practice (COP) of Finance Ministers on Gender Equality. This will include help identifying potential members, based on innovative country programs, as well as content of potential interest to the COP members, for use at meetings and events; maintaining a World Bank-hosted webpage, using social media platforms to host and disseminate useful resources and innovative solutions emerging from the COP and elsewhere; providing back-end management of outreach activities, and leading on logistical and administrative tasks;
   - Support the organization of the WBG Advisory Council (AC) on Gender and Development: the AC engages key global figures, such as Ministers of Trade, Planning, and other sectors, recognized private sector and civil society leaders, to consider ways to accelerate progress in closing gaps between men and women. The selected candidate will support the secretariat managing the Advisory Council meeting when they convene and help in the preparation of these meetings. Tasks will include supporting the preparation of substantive materials (briefing material, etc.) for the event; supporting follow-up to meetings, including the preparations of draft summary notes and other materials for dissemination in a timely manner; overseeing logistical preparations for meetings, including scheduling, convening, inviting and AC member travel logistics, as required.
   - In consultation with Team Leader, maintain contacts with appropriate working-level counterparts within and outside the institution and support the Gender CCSA’s engagement with other external stakeholders, such private sector, civil society organizations, non-governmental organizations, and academia.

Note:

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.
SELECTION CRITERIA

- Advanced degree in International Development, International Relations, Economics, and/or related areas.
- A minimum of five years of relevant experience, preferably with international organizations or in international development settings, including in donor coordination and external partnerships;
- Familiarity with the World Bank Group, United Nations (UN), other Multilateral Development Banks, or bilateral donor organizations;
- **Excellent command of the English language;** ability to write effectively for various audiences under pressure, with tight deadlines in a rapidly changing organizational environment with attention to detail.
- Strong project management and organizational skills. Capacity to follow-up systematically and efficiently on a broad set of initiatives and decisions. Self-starter with a strong drive for results with the ability to work independently and diligently, while prioritizing and meeting deadlines.
- Analytical skills in gender issues and ability to provide well-grounded, quality analytical inputs with pragmatism and a focus on results.
- Ability to learn quickly, synthesize technical material and distil in a user-friendly manner for multiple audiences. Creativity, with the ability to visualize and distil data.
- Ability to develop effective working relationships with counterparts both inside and outside the World Bank Group, including from governments, civil society organizations, academia and the private sector.
- Ability to collaborate effectively with other team members, contribute productively to the team’s work and output and demonstrate respect for different points of view.
- Strong personal commitment to gender equality.
- Knowledge of another language(s) a plus.