

## Job Details

**Job # :**

**Job Title:** Program Officer

**Network:** Infrastructure

**Sector:** Infrastructure

**Manager:** Lu, Zhengrong

**Department / Division:** GIPPA (Infrastructure Programs and Analytics)

**Grade:** GF

**Appointment Type:** See Job Description Below

**HR Contact:** Erika Meddin

**Posting Date:**

**Closing Date:**

**Language Preferences:** English [Essential]; Japanese [Desired]

**Location:** Tokyo, Japan

**Appointment:** International Hire

**Background / General description:**

### BACKGROUND / GENERAL DESCRIPTION

Established in 1944, the World Bank Group (WBG) is one of the world's largest sources of funding and knowledge for development solutions. In fiscal year 2017, the WBG committed nearly \$64 billion in loans, grants, equity investments, and guarantees to its 189-member countries and private businesses. The institution delivers services out of 120 offices with more than 10,000 staff located globally.

The WBG consists of five specialized institutions: The International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), and the International Centre for the Settlement of Investment Disputes (ICSID). The World Bank is organized into six Regional Vice-Presidencies, several corporate functions, and thirteen Global Practices (GPs) organized under four Practice Groups (Infrastructure; Sustainable Development; Economics, Finance and Institutions; and Human Development).

The Infrastructure Practice Group is charged with developing sustainable solutions to help close infrastructure gaps in developing and emerging economies. It comprises Energy and Extractives (EEX), Transport, Digital Development, and Infrastructure Finance, Public Private Partnerships and Guarantees (IPG). The World Bank's active portfolio in Infrastructure consists of 400 operations, implemented by a workforce of over 700 staff in headquarters and 82 country offices. The core values guiding our work include our passion for sustainable poverty reduction, our willingness to put the needs of the client at the center of all our activities, and our honesty and integrity as a common currency.

### IPG Group: Overview

The Infrastructure Finance, PPPs & Guarantees Group (IPG) brings together the World Bank's cross-sector infrastructure finance, PPP structuring, and analytics skills, as well as the Trust Funds and Financial Intermediaries that support those areas of development across the WBG. With these human and funding resources, IPG helps WBG teams and client countries improve the quality and affordability of service delivery through sound infrastructure policies and investment programs; strong enabling environments; and bankable projects. We build our support around knowledge, tools, and experience that support informed choices on the role and value of the private sector in financing and delivering infrastructure, while deploying financial structures and instruments that sustainably manage, mitigate and reduce risk.

IPG provides support, in collaboration with the World Bank Global Practices, IFC and MIGA, across the infrastructure investment cycle:

- Upstream, through advice on strategic prioritization and planning for infrastructure investment programs, support for policy and regulatory strengthening, and institutional capacity building;
- Midstream through project identification, preparation, and structuring, including analysis of the most appropriate contracting and financing modes; and
- Downstream by structuring alternative options to public finance and by deploying financial instruments of the WB, including WB Guarantees to that end, while ensuring financial and technical sustainability of appropriate financial solutions.

The IPG Group consists of the following two units:

- Financial Structuring & PPPs (FSP), which manages IPG's country client-facing work across the infrastructure investment cycle; and
- Infrastructure Programs and Analytics (IPA), which brings together IPG's infrastructure knowledge and analytics team with its three global programs—Global Infrastructure Facility (GIF), Public-Private Infrastructure Facility (PPIAF), and the Quality Infrastructure Investment Partnership (QII)—and which spearheads IPG's global engagement and thought leadership on themes related to infrastructure finance, both internally and externally. IPA includes a small team of staff focused on operationalizing the WB's goal to maximize finance for development.

The Infrastructure Programs and Analytics (IPA) Unit has staffed based in Washington DC, in Singapore at the World Bank's Infrastructure and Urban Development Hub, and in World Bank country offices in Dakar, Nairobi, and Tokyo.

### **Regional/Country/Global Unit Context**

The World Bank and Government of Japan have been collaborating since 2004 in execution of the "Japan/World Bank Distance Learning Partnership", which supports knowledge sharing, capacity building and learning on development challenges and solutions through partnerships with various public and private organizations in Japan and elsewhere. The Partnership is managed by IPG. The Partnership's work program is executed through the Tokyo Development Learning Center (TDLC) located in the World Bank Group office in Tokyo.

### **Quality Infrastructure Investment Partnership (QII)**

In conjunction with the IPG group and TDLC program, the World Bank entered into a new partnership with the Government of Japan to promote quality infrastructure investment. The objective of the Quality Infrastructure Investment Partnership (QII) is to raise awareness and scale up attention to quality dimensions of infrastructure projects in developing countries including economic efficiency, safety, environmental and social sustainability, economic and social contribution, and resilience against natural disasters. This is done through financial support for preparation and implementation of World Bank projects, and through knowledge dissemination. The QII is housed within IPA and led by one part-time and one full time technical staff member.

IPG is seeking a Program Officer to serve as window manager and support the coordination of the QII partnership. The incumbent will be based in Tokyo as a member of the TDLC team.

## Duties and Accountabilities:

The Program Officer will serve as window manager and support the coordination of the QII partnership. She/he will report to the Program Manager and Resource Mobilization unit or to her/his designee, working under the day-to-day guidance of the TDLC Team Leader and under the technical guidance of the QII Program Manager, and under the guidance of the IAOJP Special Representative with respect to partnership relationships in Japan and/or activities involving Japanese partners and institutions.

Specific Duties will include but not be limited to, the following:

- Support the QII Program Manager in promoting the QII TF to TTLs in GPs involved in infrastructure
- Serve as Secretariat for the QII TF Technical Committee, preparing reports, meeting minutes, presentations, updating the QII database and other materials, as needed
- Serve as Window Manager for the QII Trust Fund
- Advise and assist TTLs in preparation of grant applications
- Advise TTLs of approved grants on administrative and other grant implementation processes
- Provide inputs on the QII partnership for inclusion in TDLC progress reports, including the Annual Report and Work Program for TDLC Annual Steering Committee
- Together with the TDLC Team Leader, define and coordinate research and knowledge dissemination activities on QII as part of TDLC's overall work program
- Liaise with the Ministry of Finance, on behalf of IPG and under the guidance of the ECAJP Special Representative for Japan, on matters relating to the implementation of the QII Partnership and ensure coordination with relevant Japanese partners and institutions.  
Liaise with relevant Government of Japan agencies (JICA and Ministry of Finance) on behalf of grant applicants to secure required comments and approval for QII project grants

## Selection Criteria:

- An advanced degree (master's level in relevant fields such as economics, international relations, economic development or related field)
- Minimum 5 years of experience in development with emphasis on infrastructure, smart infrastructure and/or infrastructure innovation applied to transport, water, sanitation, energy and/or urban sectors
- Demonstrated experience with Trust Funds and Grant Processing within the WBG or another DFI
- Demonstrated experience in addressing multi-sector client challenges involving various internal and external stakeholders which often have diverse incentives.
- Demonstrated effective communication and networking abilities with all levels of staff and members of both the public and private sector
- Strong knowledge of the World Bank Group, preferably including experience with World Bank operations
- Ability to communicate clearly and persuasively to internal and external audiences through various modalities
- Ability to identify and develop alliances and promote open communication and collaboration for the achievement of the program objectives
- Ability to maintain a strong client orientation while adhering to the strategic direction and operational protocols of the WBG
- Ability to develop sound partnership relationships with public sector, private sector, academic, civil society and development institutions in both donor and client countries.
- Strong English language oral and written communications skills required; Japanese language skills highly desired.

## Competencies:

*Infrastructure Policy, Strategy and Institutions:* Solid understanding of infrastructure policies, strategies, institutions, and regulations.

*Innovative Infrastructure Approaches:* Solid practical knowledge of a wide range of alternatives and innovations applied to infrastructure sectors, especially in transport, water, sanitation, energy and/or urban infrastructure.

*Infrastructure and Services Public-Private Partnerships:* Solid knowledge of a wide range of Public-Private Partnerships alternatives, able to propose a range of solutions to most infrastructure and basic services financing business model needs.

*Knowledge and Experience in Development Arena:* Translates technical and cross-country knowledge into practical applications and contributions to country and sector strategies; interacts with clients at the policy level.

*Deliver Results for Clients:* Develops and implements solutions that show understanding of how clients and/or own work achieves results that are financially, environmentally and socially sustainable. Shares new insights based on in-depth understanding of the client and recommends solutions for current and future needs of clients. Holds self and team accountable for risk management and outcomes; Achieves results and identifies mission-driven solutions for the client.

*Collaborate Within Teams and Across Boundaries:* Collaborates across organizational boundaries internally and externally with a sense of mutuality and respect. Consistently engages others in open dialogue; brings out any conflicting viewpoints and incorporates viewpoints into solutions giving credit where credit is due. Leverages expertise of all team members to ensure successful outcomes. Makes choices and sets priorities with a WBG corporate perspective in mind. Initiates collaboration across boundaries and broadly across WBG, and brings differing ideas into the forefront

*Lead and Innovate:* Encourages and works with others to discover, incubate and implement novel solutions. Identifies opportunities in changing circumstances and energizes others to continuously improve. Helps others to understand problems, client needs and the underlying context. Develops innovative solutions with others

*Create, Apply and Share Knowledge:* Ensures systematic sharing of good practice and learning from lessons from across WBG clients, and partners. Seeks mentoring opportunities with more experienced staff to deepen or strengthen their professional knowledge and mentors junior staff. Builds networks across the WBG and as part of external professional groups/networks. Creates, applies and shares knowledge from across and outside WBG to strengthen internal and/or external client solutions

*Make Smart Decisions:* Applies critical thinking and seeks inputs and experience from others to recommend a course of action consistent with the WBG's strategy. Evaluates risk and anticipates the short and long-term implications of decisions.

*Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, she/he will retain her/his Regular or Open-Ended appointment. All others will be offered a 2 -- year term appointment.*