

Job #: TBC
Organization: World Bank
Sector: Resource Management
Grade: GE
Term Duration: 3 years
Recruitment Type: Local Recruitment
Location: Ankara, Turkey
Required Language(s): English
Closing Date: TBC

About the World Bank Group (WBG)

Established in 1944, the WBG is one of the world's largest sources of funding and knowledge for development solutions. In fiscal year 2018, the WBG committed \$67 billion in loans, grants, equity investments and guarantees to its members and private businesses, of which \$24 billion was concessional finance to its poorest members. It is governed by 188-member countries and delivers services out of 120 offices with nearly 15,000 staff located globally.

The WBG consists of five specialized institutions: The International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), with IBRD and IDA collectively comprising the World Bank, 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 client-facing Regional Vice-Presidencies, several corporate functions and thirteen Global Practices to bring best-in-class knowledge and solutions to regional and country clients.

The vision of the WBG is to eradicate extreme poverty by reducing the number of people living on less than \$1.25 a day to 3 percent by 2030 and promote shared prosperity by fostering the income growth of the bottom 40 percent in every country.

To bring best-in-class knowledge and solutions to its clients, the World Bank is organized into Operational Vice Presidencies under the oversight of the Bank's Chief Operating Officer; the Institutional, Governance, and Administrative Vice Presidencies under the oversight of the Managing Director/WBG Chief Admin Officer; and the Managing Director/WBG Chief Financial Officer.

Vice-Presidency Context

The Budget, Performance Review and Strategic Planning Vice Presidency (BPS) is organized into two Departments: BPS's Global Practices and Regions (BPSGR) with teams supporting Operational Units; and BPS's Corporate and Middle Office (BPSCM) with teams supporting Institutional, Governance, and Administrative Units as well as providing Corporate planning, budgeting, and reporting services.

As a Resource Management (RM) function, BPS has the following key accountabilities: strategy and business planning; expense management; performance review and reporting; resource management infrastructure development and maintenance; internal controls and risk management; and resource management capacity building.

BPS' service delivery model has three core roles: (1) Business Partners (serving clients directly with focus on decision support and performance oversight); (2) Centers of Expertise (providing thought-leadership and analytics, designing business finance policies, practices, and coordinating business finance knowledge management); and (3) Service Center (managing delivery of high volume and transactional and reporting services across Bank, including help desk support to clients).

Unit Context:

BPSEM is the Resource Management Unit supporting the Europe and Central Asia (ECA) and Middle East and North Africa (MNA) Regions. BPSEM is tasked with business planning, budgeting, work programming, accounting, administration and financial reporting, and internal fiduciary management for country management units in ECA and MNA. Overall, BPSEM ensures that each department maintains cost efficiency and effective controls over all financial transactions and provides support for effective management and monitoring of work programs.

MNA Region serves twenty countries, of which a number are active IBRD or IDA borrowers/recipients, some with fragile and conflict affected, while others are users of non-lending services, which the Region provides on either a reimbursable or a non-reimbursable basis. The MNA Region works to reach these goals of ending poverty and shared prosperity with a

framework based on four main drivers —inclusion, governance, jobs, and sustainable growth – with cross-cutting dimensions of regional and global integration, gender, and private sector development. Historic political and economic changes continue to reshape the Middle East and North Africa, with the nature of change differing across countries.

ECA is also a highly diverse region, with countries of all income levels and wide differences in resource endowments, human capital, and institutional capacity. ECA has a strong lending pipeline as well as a large and growing portfolio of Reimbursable Advisory Services. Despite being a predominantly middle-income region, ECA continues to experience slow growth and persistently high unemployment threaten to reverse the region's achievements in reducing poverty and increasing shared prosperity. ECA region's strategy is based on two pillars: (i) competitiveness and shared prosperity through jobs; and (ii) environmental, social, and fiscal sustainability. Under the first pillar, the WBG supports reform programs and investments to enable the private sector to create jobs.

The Resource Management Unit BPSEM is responsible for business planning, budgeting, work programming, deliverables, and financial reporting for all the departments in the ECA and MNA Regions. In addition, in country offices, BPSEM staff perform accounting, payment processing, cash management and administration functions. Overall, BPSEM ensures that each department maintains cost efficiency and effective controls over all financial transactions and provides support for effective management and monitoring of deliverables.

BPSEM is seeking to recruit a Resource Management Analyst (RMA) to help drive, support and implement the RM Service Delivery model. This RMA position is in the country office (Ankara) within the Country Department ECCTR. The incumbent will handle accounting, business planning, resource management, controls and administration for the country office. The RMA works independently under the daily oversight of the Country Director and the overall supervision of the HQ-based Chief Administrative Officer (CAO) and Senior RM Officer. The RMA's functions range from primary responsibility for accounting transactions and vendor payments, to performing compliance reviews and reporting to central control units, to supporting and advising staff on a host of RM topics. The RMA also plays a key role in the administration and dissemination of RM policies of the Bank.

Roles & Responsibilities:

The RMA is expected to be innovative and deliver quality work, striking a balance between RM technical excellence and client focus. The incumbent must have strong teamwork within and outside the unit, and the ability to work independently on RM projects with other members of the broader RM team. Initiative and excellent communications skills, both written and verbal, and interpersonal skills are a must.

RM staff are expected to be fungible and to work across the BPS RM structure in different assignments over time – in response to business needs and in support of their professional development.

- **Accountability:** Under the supervision of the Country Director and the general direction of the CAO or Senior RM Officer is responsible for effective financial management of the country office expenses. Oversees the Accounting function of the Country Office. May provide day to day guidance and supervision to other administrative staff in the country office.
- **Business Planning and Indicators:** Provide the Country Director, Country Manager and Country unit team with overall administrative and resource management support. Coordinate and integrate inputs in the preparation of Country unit Business plans and work program.
- **Participate in discussions with country team and assist management in the formulation of resource allocation by work program and business processes, ensuring consistency between CPF objectives, deliverables, country/GP budgets and WPAs. And provide inputs into the reports prepared by the CAOs office on behalf of the Country units.**
- **Assists in planning of expenses for day to day running of the country office; Contributes to the development of indicators for the country office; Provides assistance with the country work program planning; In case of country office relocation or renovation, plans for capital budget;**
- **Cost Analysis and Effectiveness:** Compiles and analyzes performance measurement data at the country office level; Measures cost effectiveness performance and proposes solutions to issues identified.
- **Monitoring:** Independently monitors and reviews budgets, external funding (e.g. Trust Funds), chargeback, expenses, performance indicators etc., identifying/resolving issues, and discussing them with country office management, working groups and other RM staff; Ensures that unit has optimum cash balance to include funds management and cash flow

projections; Reviews accounting transactions, reconciliation reports, open-item reports, monthly accounting reports, scorecard etc.

Payments: Calculate, prepare and make payments for the country office against all expense categories, for IBRD.

Financial Control and Fiduciary Responsibilities:

- Support internal controls framework of country office financial transactions and business operations, including review of effectiveness of the internal control systems and monitoring;
- Within the SAP framework establishes and coordinates specification for and implements new or enhanced country office specific reporting systems to meet management and Institutional requirements;
- Works with the Country Director to ensure a strong internal controls environment in the office, providing advice on control issues.
- Ensures that audit, and quality assurance review recommendations are implemented.

General Administration:

- In coordination with the administrative team, ensure that Bank's assets and inventories are appropriately recorded and safeguarded
- Coordinate and provide support for the local administrative procurement of supplies, goods and services
- Help in development of administrative policies and practices in consultation with other units for the efficient and effective operation of the country office.
- Liaise with local commercial house bank

Analysis, Monitoring, Reporting and Communicating:

- Proactively establish and maintain interface with the client, providing high caliber support
- Review accounting transactions, reconciliation reports, open items report, monthly accounting reports
- Monitor and review country office budget and expenses, identifying/resolving issues and discussing them with the SRMO and country office management
- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments and other day-to-day transactions
- Ensure effective back-up arrangement and timely submission of tasks/outputs
- Provide support to managers and staff in accessing management reports available in SAP and other information systems
- Analyze costs, including forecast of year-end budget status.
- Ensure compliance with specific institutional and regional guidelines

Other Duties and Responsibilities:

- Communicate staff rules and procedures to all staff on a regular basis.
- Maintain interaction with suppliers to enhance purchasing conditions.
- Handle all administrative procurement actions, including liaising with GCS as needed, for example vehicle purchases.
- Collaborate with GCS/IT and Security Specialist for facility management in handling office building including remodeling of the offices, procurement of furniture and equipment, establishing and maintaining office services, facilities, utilities, etc.
- Liaise with HR Business Partner.

Selection Criteria:

- Minimum Education: Relevant Bachelor's degree (Accounting, Business, Finance).
- Minimum Years of Relevant Experience: 2 years of experience in a relevant field, e.g. accounting, finance, business.
- Track record of supporting business decision making through the provision of relevant analytics
- Excellent communications skills (written and oral) and people oriented
- Experience with relevant business areas from both in and outside the bank is not a must but will be helpful.
- Experience with business process analysis and design will be desirable
- The incumbent should be fluent in English.

Competencies:**General Competencies:**

- Integrity and Independence - Prepares accurate reports, ensuring that pertinent facts are fairly presented; shares information freely.
- Statutory and other Stakeholder Reporting - Can produce pro-forma financial statements and reports; familiar with disclosure requirements and accompanying notes, and management and auditor's reports.
- Internal controls and corporate procedures - Can analyze data and business processes to determine the viability of controls and procedures and identify any issues or areas of risk.
- Governance - Able to interpret the fundamental resource management requirements of a client's governing structures and to provide basic budget analysis.
- Planning and Budgeting - Can produce standard reports and budgets and analyze budget information; understands the entity's funding structure and sources.

- Performance Evaluation and Reporting - Able to determine the information needs of users and present information that supports management decision making.
- Management Information and Tools Design - Able to analyze management information needs, accurately define requirements and ensure the quality of information produced.
- Financial Strategy - Understands what impacts the strength and integrity of the entity's income statement and balance sheet, and the Bank's lending products and basic pricing structures.
- Tasks and Workflow Management - Has excellent workflow management and task organization skills; able to take responsibility for all aspects of coordination of the workflow of assigned responsibilities.

Core Competencies:

- Client Orientation - Takes personal responsibility and accountability for timely response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results and has the personal organization to do so.
- Teamwork (Collaboration) and Inclusion - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view
- Knowledge, Learning and Communication - Actively seeks knowledge needed to complete assignments and shares knowledge with others, communicating and presenting information in a clear and organized manner.
- Business Judgment and Analytical Decision Making - Analyzes facts and data to support sound, logical decisions regarding own and others' work.

Poverty has no borders. Neither does excellence. This is why we continually search for qualified individuals with diverse backgrounds from around the globe. 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.