



Donor Funded Staffing Program

TOR No:	2019-013
Title:	Junior Professional Officer
Grade:	UC Level (Ungraded)
Division/VPU:	Trust Funds and Partner Relations, Development Finance Vice Presidency (DFTPR)
Duty Location:	Headquarters, Washington D.C.
Appointment Type and Duration:	Two-Year Term Appointment

Background / General description:

As one of the premier global development organizations, the World Bank Group (WBG) consists of five organizations which share the same twin goals: reduce extreme poverty to 3% by 2030 and promote shared prosperity by fostering income growth of the bottom 40%.

The Development Finance (DFi) Vice Presidency is responsible for the oversight of strategy, policy and mobilization of the WB financing instruments (IDA, IBRD and Trust Funds, including Financial Intermediary Funds). DFi's objectives include increasing opportunities for mobilization of / investment in WB financing, strengthening complementarity among financing instruments, promoting alignment of financing with the highest institutional priorities, and strengthening the dialogue with our shareholders and funding partners around financing.

The Trust Funds and Partner Relations (TPR) department within DFi was created following the recent merger of the Partnerships and Trust Funds PTR) department and the Development Partner Relations (DPR) department. The Junior Professional Officer (JPO) position would support functions largely associated with the former DPR department, though greater synergies / cross support is anticipated as the merger deepens.

Following the 2014 approval of the Corporate Resource Mobilization framework by Senior management, DPR was tasked with:

- Developing a more coordinated, systematic, and strategic approach to fundraising across the WBG,
- including promoting a one-WBG approach and greater complementarity across all funding instruments (IDA/IBRD, TFs and FIFs);
- Facilitating information flow and cross-institutional around fundraising,
- Strengthening strategic dialogue with development partners; and
- Providing guidance to management teams and staff on fundraising issues;

Duties and Accountabilities

DFTPR is seeking a Junior Professional Officer (JPO) to provide data analysis, data visualization and reporting around fundraising efforts across the WBG. The selected individual would work closely with a dedicated, innovative team to help design and implement processes that facilitate transparency and early disclosure of fundraising plans and activities to support operational teams in developing a more strategic approach to mobilizing resources for trust funds, including cross-institutional coordination and alignment of WBG priorities with development partner priorities. In particular, the JPO will provide support to three primary DFTPR products / processes:

- **Strategic Fundraising Plans (SFPs)** – annual rolling three-year plans developed by business units with intensive support from DFTPR to promote a systematic, consistent approach across the WB. SFPs are timed to correspond to the annual strategy and planning exercise of the WBG to allow consideration of fundraising priorities as part of the process.
- **Fundraising Initiatives (FINs)** – facilitate transparency via an online system to collect and share information on upstream fundraising activities and a regular, working level review process in which teams can ask insights of DFI / ECR on development partner priorities and other operational teams can ask questions of the fundraising team in the interest of early, upstream coordination.
- **Fundraising Activities Transparency (FACT) report** – Fundraising Activities Transparency (FACT) report – a semi-annual report and dashboard that provides analytics to support benchmarking of actual fundraising activities against planned, comparisons of aspirational fundraising by development partner against past contribution levels, allowing management and teams to make more timely adjustments to fundraising plans as needed.

More specifically, the Junior Professional Officer will:

- Support the design and production of reporting to further promote transparency, facilitate fundraising coordination, and decision-making;
- Provide support for reporting, including data analysis, visualization and comparison of data across units, related to the upstream fundraising pipeline, including fundraising at the unit, corporate and global levels;
- Support the task team lead in working closely with teams across DFI and the WBG to contribute to the design, development and management of new tools, processes and online solutions to capture and share fundraising data and analysis, including better information regarding opportunities for teams to shape and manage their trust fund portfolios by more closely linking upstream fundraising with the existing stock of trust funds and establishment of new trust funds;
- Support the development and roll out of change management materials, including presentations, communications materials, tip sheets and other user support documents;

As time permits, provide general analytical and research support to Development Partner Coverage Teams, including trends in aid spending relevant to WBG financing, trust fund portfolio reviews.

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

The successful candidate will possess:

- Master's Degree in finance, business administration, economics, or related area;
- Minimum 2 years of relevant professional experience with data analysis, modeling, and visualization; experience with process design and implementation would be an asset.
- Excellent quantitative skills, including use of data analysis and visualization tools (experience with Tableau an advantage);
- Strong research and problem-solving skills and demonstrated ability to quickly absorb and interpret diverse information, distilling into clear and concise recommendations;
- Ability to produce quality work with strong attention to detail and to work on multiple tasks simultaneously;
- Sound judgment, high degree of initiative and ability to work independently;
- Strong client service orientation, good interpersonal skills, and a proven ability to work effectively with teams and with colleagues across the institution;
- Excellent writing skills (English), with an ability to convey complex ideas clearly and succinctly;
- Knowledge of broad trends in international aid architecture an advantage along with understanding of WBG institutional priorities and how the WBG finances its business, including the role of trust funds.
- Effective use of Excel, Word, PowerPoint, and databases.