



## Accountability Mechanism Secretary The World Bank

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On March 5, 2020, the Board of Executive Directors at The World Bank approved measures to enhance the World Bank's accountability system by establishing a new independent Accountability Mechanism ('AM') housing the dispute resolution and compliance functions while preserving the Inspection Panel members' independence. The approved measures led to the creation of the Accountability Mechanism Secretary position.

This is a vital position within The World Bank, that requires potential candidates to have:

- Strong knowledge in the areas of dispute resolution, arbitration and/or accountability, within similar or related organisations with a strong focus on Environmental & Social issues.
- A deep understanding of the development sector and related challenges, with an ability to navigate complex organisations and systems.
- A proven record as a strong leader in the accountability arena, with gravitas and change management experience.
- A pragmatic, unbiased and independent thinker with a diplomatic approach, capable of engaging with a wide range of stakeholders.
- Strong relationship management and soft skills

The AM Secretary will be responsible for planning and overseeing the processes of the Accountability Mechanism in line with agreed procedures. S/he will also oversee the Dispute Resolution Service (DRS). All staff of the Accountability Mechanism will report to the Accountability Mechanism Secretary with the exception of the Inspection Panel ('IPN') members. IPN staff will report to the AM Secretary on administrative matters but will continue to report to the IPN members on technical matters. The administrative functions of the Panel will be transferred to the AM Secretary. The AM Secretary will work with the IPN to prepare and submit the AM annual budget proposal for Board's consideration.

The AM Secretary will be appointed by and report directly to the Board. The World Bank is recruiting an AM Secretary to implement the Board-approved measures, which are expected to be effective before the end of 2020 as agreed by the Board.

**Duties and Responsibilities:** As head of the Accountability Mechanism, the AM Secretary is expected to:

- Provide thought leadership and direction to the Accountability Mechanism team. S/he will establish internal operating procedures or guidelines with CODE guidance and oversee the attainment of objectives and goals.

- Establish and manage the Accountability Mechanism’s work program, budget and staffing.
  - Oversee all administrative matters regarding the Accountability Mechanism, including the Dispute Resolution Service and the Inspection Panel. S/he will consult with the Panel Chair on matters related to compliance, including the appointment and performance reviews of the Inspection Panel staff as well as the allocation and oversight of the Panel budget.
  - Prepare and submit annual itemized budgetary requirements for the AM Secretary office, the Inspection Panel and the Dispute Resolution Service for consideration by the Board’s Committee on Development Effectiveness and Budget Committee and approval by the Board. For the Inspection Panel’s budget s/he will consult with the Panel Chair.
  - Oversee record keeping across the entire Accountability Mechanism.
  - Consult with the Board and the Legal Vice Presidency as appropriate, regarding questions on the interpretation of policies as applicable to the role of the Accountability Mechanism and the Dispute Resolution Service, if needed.
  - Meet with the Executive Directors to inform them about the activities of the Accountability Mechanism and the Dispute Resolution Service, as needed. Produces reports for the Board, as needed.
  - Hire front office and Dispute Resolution Service staff and consultants as needed in accordance with World Bank policies and procedures within the available budget. Hire Inspection Panel staff in consultation with the Panel Chair.
  - Take accountability for gathering, managing and disseminating best practices and knowledge with his/her team to promote effective teamwork and delivery of services.
  - Mentor and conduct regular check-ins as well as annual performance reviews for the staff. Ensure staff have the required skills and up-to-date training. The performance review of the compliance staff will be conducted in coordination with the Panel Chair.
  - Approve front office and Dispute Resolution Service staff work programs and administrative matters, including leave requests, mission travel, and business-related expenses.
  - Intervene and resolve any issues arising from the interaction and synergies between the Accountability Mechanism, dispute resolution and compliance staff in their respective areas of responsibilities.
  - Oversee the compilation of a pool of qualified, independent mediators with varying backgrounds and expertise.
  - Review and monitor the status of all Dispute Resolution Service cases, ensuring time frames are met, ensuring quality control and the integrity of the Accountability Mechanism process.
  - Ensure the integrity and quality of the reports, except for those related to compliance investigations handled by the Panel, issued by the Accountability Mechanism.
  - Ensure adherence by the entire Accountability Mechanism to pertinent administrative and personnel rules and the adoption of proper workplace practices and behaviours.
  - Lead in representing the Accountability Mechanism at public events, including internal events and workshops explaining the work of the mechanism to relevant stakeholders.
  - Ensure maintenance and updating of the Accountability Mechanism website, inclusive of the public registry, as well as maintenance of an archive system.
- \* World Bank Group-wide managerial competencies include: (i) leading the team for impact; (ii) courage of your convictions; (iii) influencing across boundaries; (iv) fostering openness to new ideas; and (v) building talent for the future.

## Qualifications and Experience

### Education

- Must have an advanced degree (master's or equivalent) in a relevant discipline (e.g., law, governance, public administration, business administration, sociology, anthropology, economics, environmental studies, international relations, or other fields relevant to international development).

### Experience

- A successful candidate will have between 15-20 years of relevant experience in positions of increasing complexity and responsibility.
- Proven leadership and management skills, including the management of human and financial resources.
- Demonstrated track record of leading and managing change, stakeholder engagement and relationship management. The successful candidate needs to successfully navigate the organization, build strong relationships, manage conflicts, and work collaboratively with internal and external clients.
- Understanding of and experience in international development and multilateral financial institutions required.
- Knowledge of and experience with other independent accountability mechanisms is valuable.
- Demonstrated integrity and independence. Ability to deal objectively, impartially, and efficiently with the requests brought to the Accountability Mechanism.
- Demonstrated results orientation. Proven ability to formulate objectives, set priorities, identify and optimize the use of resources, and drive results.
- Excellent interpersonal skills and proven team- and consensus-building ability required. Ability to work and incorporate diverse views from stakeholders.
- Understanding and experience of dispute resolution practices, including mediation, dialogue, assisted negotiation, and collaborative, consultative and participatory processes.
- Exposure to diverse cultures and experience of working with /in developing countries is desirable.

**Terms of Appointment:** This is a full-time position with the successful candidate being contracted for a term of five-years.

**How to apply:** If you wish to be considered for this position, please forward a copy of your CV in Microsoft Word format, along with any relevant documentation to [worldbank-AMS@sri-executive.com](mailto:worldbank-AMS@sri-executive.com) on or before **November 6th, 2020**. Please visit the following link- <https://www.sri-executive.com/opportunities/> to view the full details.

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