



WORLD BANK GROUP

Donor Funded Staffing Program

TOR No:	2024-018
Title:	Junior Professional Officer
Grade:	UC
Division/VPU:	Budget, Strategy & Performance Corporate Planning & Reporting (BSPR/BPSVP)
Duty Location:	Washington, D.C
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

- Working at the **World Bank** provides a unique opportunity for you to help our clients solve their greatest development challenges. The World Bank is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty, increasing shared prosperity and promoting sustainable development. With 189 member countries and more than 120 offices worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges. Visit www.worldbank.org.
- The **Budget, Performance Review, and Strategic Planning (BPS)** Vice Presidency is mandated with overseeing the resource management function of the World Bank with 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 has a service delivery model with three core roles namely, (i) day-to-day decision support and performance oversight to business units in a client-facing role, (ii) the provision of thought leadership and analytics, designing business finance policies, practices, and coordinating business finance knowledge management through Centers of Expertise, and (iii) delivery of high volume and transactional and reporting services across the Bank through a shared services center.
- **One of BPS's Centers of Expertise is BSPR which is a team of around 10 staff (including the team manager) that supports BPS's engagements with Senior Management and the Board of Executive Directors.** The team's main responsibilities include: oversight of the Bank's strategic planning and budgeting process; leading Bank-wide efforts to prepare annual strategy and budget engagements with the Board of Executive Directors; leading the Bank-wide process to produce the Quarterly Business & Risk Reviews; leading Bank-wide coordination, analytical and monitoring efforts related to the efficiency agenda,

including business reviews as needed; supporting other ad-hoc corporate analytics and reporting needs; and other ad-hoc BPS engagements with the Board of Executive Directors. The World Bank is currently undergoing a significant transformation, and as part of this, BPSPR has been assigned the responsibility of revamping and streamlining our business planning and quarterly reporting processes. This includes simplifying procedures, improving efficiency, reducing delivery timelines, and ensuring high-quality standards are maintained or enhanced.

DUTIES AND RESPONSIBILITIES

- Identify, in collaboration with BPS colleagues, the principal messages to be communicated in BPS reports, presentations, talking points, and briefings.
- Collaborate with various contributors and stakeholders in BPS and across the Bank on submission of inputs for reports, to ensure the preparation of a high-quality draft report.
- Secure VPU and Senior Management clearances for the report
- Prepare briefing notes, talking points, and responses to questions and issues raised by Executive Directors for BPS and Senior Management.
- Attend relevant Board Committee meetings for BPSPR products and report on key discussions, decisions, and any post-meeting management actions to BPS management.
- Oversee logistics including preparation of the reporting timetable in collaboration with key stakeholders and ensure that Board deadlines and meeting requirements are adhered to.

Note:

The selected candidate will not be assigned to programs involving their own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- Master's degree in accounting, Business, Finance, or other relevant discipline required to fulfill position specific requirements (e.g., Economics, Finance, Public Administration, Information Systems, etc.) or an internationally recognized professional qualification (e.g. CPA, CA, ACCA, CGMA, CIMA, CFA)
- 3 years' relevant experience
- Track record of managing complex projects such as delivery of corporate reporting products or process improvements.
- Track record of leading and/or participating in various corporate initiatives, working across unit boundaries, and building consensus
- Track record in contributing to process reform or simplification.
- Demonstrable evidence of excellent written and oral communication and interpersonal skills across multiple stakeholders at all levels