



## Donor Funded Staffing Program

<b>TOR No:</b>	<b>2022-038</b>
<b>Title:</b>	<b>Operational Officer</b>
<b>Grade:</b>	<b>GG</b>
<b>Division/VPU:</b>	Creating Markets Advisory, E & S Africa (CAFA1)/COPVP
<b>Duty Location:</b>	Kigali, Rwanda
<b>Appointment Type and Duration:</b>	Two-year Term Appointment

### **BACKGROUND**

The Creating Markets Advisory (CMA) teams are embedded in the IFC regional teams and engage primarily with IFC's government clients on policy and institutional reform in support of IFC's country strategies, which seek to create markets for private sector investment, both by IFC and by other investors. CMA team members work closely with the World Bank to leverage the Bank's work with governments on IFC priorities and engage with key external stakeholders to strengthen IFC's relationships with client countries and with donor partners.

In Rwanda, CMA has ongoing projects supporting (1) development of the tourism sector, (2) development of capital markets, and (3) women's inclusion in the private sector. IFC also prioritizes agribusiness, affordable housing, and pharmaceuticals, so there may be opportunities in these sectors going forward.

### **DUTIES AND RESPONSIBILITIES**

Based in Kigali, the incumbent will have overall responsibility for relationships with the Government of Rwanda on ongoing CMA projects, working closely with the Project Leads who are based outside of country. The incumbent will also engage with other IFC colleagues, external stakeholders, and the government to design (and possibly lead) future engagements.

- The incumbent should contribute to the design of CMA projects across the Africa region in one or more of IFC's priority areas – affordable housing, agribusiness, manufacturing (e.g. pharmaceuticals, food production, construction materials), digital solutions.
- Lead client meetings, share industry best practices, and engage with client management to troubleshoot project issues.
- Manage relationships with stakeholders internally and externally as well as development partners to understand their interests and build support for client engagement work.
- Analyze sector and market data to design potential solutions to create and unlock markets or improve sector performance and develop diagnostic and advisory projects.
- Oversee diagnostic engagements to identify client needs as the basis for developing a proposal or client recommendations and preparing necessary project documents for moderately complex projects. Engage with peers, including industry, sector, product, and ES&G specialists as well as legal, M&E, and finance staff, to integrate feedback on proposed projects to improve concept and project approvability.

- Create content for client deliverables, including analysis, product program guides, assessments based on global benchmarking, training materials, best practice guides, standards, and papers or presentations.
- Lead steering committees and implementation of moderately complex projects that includes ensuring reporting requirements are met.
- Contribute to raising donor funds when needed.

**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**

- Master's degree in a related field and at least 8–12 years of relevant experience. Related fields of education include business, finance, or economics or an area of expertise specific to a sector, subject matter, or industry specialty. Relevant experience could include a proven track record in business consulting or investment banking, or operational experience in the sector or technical or professional field. Particular areas of interest include affordable housing, agribusiness, manufacturing (e.g. pharmaceuticals, food production, construction materials), digital solutions.
- Ability to interact effectively with working level WBG staff and participate in collaborative interventions and projects that enable private sector investment by exercising sensitivity to differences in corporate cultures, priorities, and operating practices and requirements. Understanding of IFC and WBG products and instruments and where there are opportunities for cross-organizational collaboration.
- Ability to participate and constructively contribute in meetings with mid-level government officials on constraints to private sector investment in their countries.
- Excellent written and verbal communication skills. Ability to describe complex issues, approaches, and lessons in a manner that is relevant and understandable to clients and stakeholders.
- Ensure final products are aligned with the needs and expectations of intended audiences.
- Demonstrated in-depth understanding of and ability to apply project management and M&E concepts, including theory of change. Able to translate project objectives into output and outcome indicators to monitor performance and measure success.
- Able to effectively monitor the work of consultants to ensure appropriate methodologies and techniques are used and progress remains within budget and set time frames. Is able to determine when additional expertise or resources are needed and when to intervene to resolve problems.
- For at least one priority sector for IFC (mentioned above), demonstrated thematic knowledge and leadership based on significant high-level operational experience in thematic area in public or private sector organization.
- For the areas in which IFC already working in Rwanda (tourism, capital markets and/or women's inclusion), sufficient understanding of sector, its market factors, and terminology to converse with clients.
- Understand the implications of different policy and regulatory frameworks governing thematic areas.