



## Donor Funded Staffing Program

<b>TOR No:</b>	<b>2019 - 043</b>
<b>Title:</b>	<b>Junior Professional Officer</b>
<b>Grade:</b>	<b>UC</b>
<b>Division/VPU:</b>	Energy & Extractives Global Practice (GEEDR)
<b>Duty Location:</b>	Washington, DC
<b>Appointment Type and Duration:</b>	Two-year Term Appointment

### **BACKGROUND**

#### THE ENERGY & EXTRACTIVES GLOBAL PRACTICE:

- Over 1 billion people are without access to electricity worldwide, most of them concentrated in about a dozen countries in Africa and Asia. Another 2.8 billion rely on wood or other biomass for cooking and heating, resulting in indoor and outdoor air pollution attributable for 4.3 million deaths a year. Providing reliable electricity to the unserved and inadequately-served people of the world is central to efforts to eradicate extreme poverty and create shared prosperity. The World Bank Group's programs are designed to support the achievement of Sustainable Development Goals and the Paris Climate Change Agreements.
- In terms of extractive industries, about 3.5 billion people live in countries rich in oil, gas or minerals. Many of these countries suffer from poverty, corruption and conflict stemming from weak governance. Too often, mineral, oil and gas resources have become a source of conflict rather than opportunity. Non-renewable mineral resources play a dominant role in 81 countries, collectively accounting for a quarter of world GDP, half of the world's population and nearly 70 percent of those in extreme poverty. Africa has about 30 percent of the world's mineral reserves, 10 percent of the world's oil, and 8 percent of the world's natural gas.
- The Energy side of the practice focuses on providing affordable, reliable and sustainable energy to meet the needs of fast growing economies and to ensure universal access to modern energy services for people in client countries. The Extractives side of the Global Practice focuses on strengthening policy and institutional frameworks to promote transparent and equitable growth of the extractives sectors and leverage extractives-related infrastructure for public benefit. Both parts of the Global Practice place a strong emphasis on private sector resource mobilization.
- The Energy & Extractives Global Practice (GP) of the World Bank Group is made up of more than 300 professionals, a lending program in the order of US\$7 billion a year, an active portfolio of some \$30 billion, and a rich program of Advisory Services and Analytical (ASA) Work. The Energy & Extractives (EEX) portfolio is characterized by many large and complex operations. The

practice accounts for a substantial share of the World Bank's Climate Change Action Plan targets, but also a significant number of all Inspection Panel cases and share of the Corporate Risk list.

The Office of the Senior Director of the Energy and Extractives Global Practice (GEEDR) is looking for a high-performing, energetic team member who possesses adaptability and flexibility in providing support to the Global Practice and in taking on special assignments as the need arises. The selected candidate would deliver timely tasks, reports, analysis and materials to the Senior Director, the EEX Leadership Team, and the extended EEX Operations Team.

### **DUTIES AND RESPONSIBILITIES**

Main responsibilities include the following:

1. Support the monitoring of the lending program, portfolio and ASA, identify any issues and trends, and seek inputs from across the GP.
2. Provide summary analyses and regular reports for use by GP management.
3. Prepare detailed tables, briefing notes, talking points, presentations and action plans on lending, portfolio, and ASA for senior management, corporate, VPU, and GP meetings.
4. Update and monitor the GP's work program agreements with senior management and provide analysis on key performance indicators and trends.
5. Carry out detailed analysis of results, risks, and implementation issues. Prepare detailed documentation for management review and decision making.
6. Provide advice to GP staff on operational policies and procedures, and assist in reviewing operational documents.
7. Liaise with ITS and OPCS to troubleshoot issues related to the Operations Portal or any of the systems.

### **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**

- At least a master's degree in economics, engineering, finance, public policy, or related fields.
- Two years of relevant experience in the energy sector.
- Full proficiency in data handling and ability to work quickly in Excel, Word, PowerPoint to create data visualizations.
- Demonstrated attention to detail, and follow-through.
- Excellent oral and written communication skills in English. Demonstrated ability to carry out substantive research and analysis on a wide range of operational issues, to identify issues, and to propose solutions.
- Proven ability to work both independently and in diverse teams.
- Excellent interpersonal skills.