

2020年世界銀行グループ 日本人職員募集

CV書き方セミナー

世界銀行グループ

2020年 1 月 30 日

WBG Today



16,000
staff

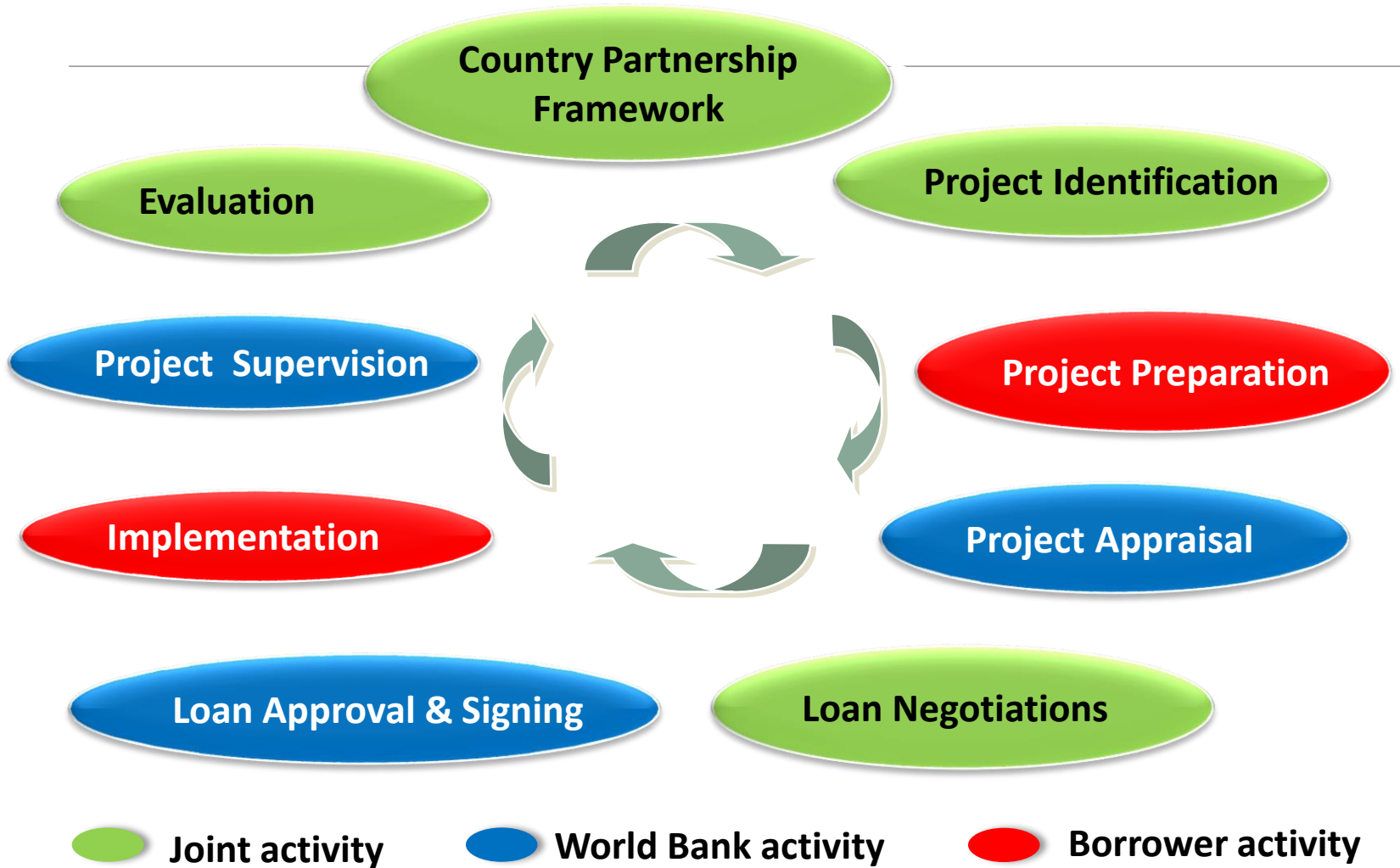
150
country offices

170
nationalities

開発分野で求められる資質

1. 確立した専門性
2. 援助プロジェクトに関わる基本的な知識（F/S、環境、調達、政策・計画等）
3. 国際的な視野（他国との比較）
4. 外交的で気転が利く性格（相手を理解）
5. 心身ともに頑強
6. 語学力
7. 仕事以外の趣味、タレント、ネットワーク

世銀プロジェクトはボロワーが準備、実施



Project Cycle

- Identification** 借入国政府と世銀がプロジェクトの発掘
プロジェクト情報(PID)世銀サイトで公開
- Preparation** 借入者が準備段階の作業の責任を負う。フィージビリティ・スタディや環境アセスメントも実施される。
- Appraisal** 世界銀行がプロジェクトの技術面、制度面、経済面、財務面)からの包括的レビュー実施
- Negotiation & Bank Approval**
世界銀行と借入者がIPFについて交渉を行う。その合意は、貸出、融資 の文書に記録される
- Implementation** 借入者がimplementationの責任を負う。プロジェクト調達が始まる。

TORの実例 (Operational Staff)



WORLD BANK GROUP

Donor Funded Staffing Program

| | |
|---------------------------------------|----------------------------|
| TOR No: | 2016-099 |
| Title: | Senior Irrigation Engineer |
| Grade: | GG |
| Division/VPU: | Water Global Practice |
| Duty Location: | Washington DC |
| Appointment Type and Duration: | Two-year Term Appointment |

BACKGROUND

The Water Global Practice has been established to support regional, national and sub-national clients develop and implementation integrated and strategic approaches to address the increasing complexity associated with water supply, sanitation, water resource, hydropower, and irrigation through partnership, finance and knowledge. Within increasing demand, the Water GP is currently responsible for a portfolio of about US\$ 21.3 billion and another US\$ 7.1 billion of water operations managed by other practices.

TORの実例

DUTIES AND RESPONSIBILITIES (1)

Working under the overall supervision of the Water Global Programs Unit Manager and in collaboration with Task Team Leaders (TTLs), the successful candidate will support irrigation and development projects in all regions particularly where the candidate's prior experience can be applied effectively.

Support to these tasks will include :

- **Contributing to project preparation**, including a variety of operational tasks, including but not limited to technical analyses, participation in the design and development of specific project components, defining project implementation arrangements, coordinating inputs into project documentation and processing as well as participating in loan negotiations;
- **Participating in project supervision**, including day to day monitoring and follow-up, field supervision, review of technical/procurement documents and work programs, assessing progress with meeting key project outcomes and indicators and contributing to supervision documentation;

TORの実例

DUTIES AND RESPONSIBILITIES (2)

- Participating in and supporting policy dialogue and advisory services and analytical and other knowledge activities in the irrigation/water resources sector;
- Conducting specific technical tasks, as a designated subject specialist in the field of irrigation & drainage and water resources management; and providing technical support to the task teams, as needed.
- Within the World Bank, liaising closely and coordinating the water resources management and irrigation activities with other global practice groups (e.g. Agriculture and Environment) and Country Management Units(CMU), as advised by the manager or task team leaders; and
- The candidate will be expected to working independently with guidance on complex projects/issues from managers and more senior specialists.

CV作成に当たっての注意点(1)

CVを見て世銀が雇いたくなるように書く

CVには、これまでに培われた経験や専門性が審査員に分かるよう、できるだけ具体的に詳しく(但し簡潔に)書く。TORに書かれている職務に関連するものを強調する。

CVの長さはreasonableに。極端に小さなフォントはNO。読みやすくする。読み手に強力な応募者の印象を与える。

Sentences は “action” verbsでスタートする。たとえば
“Led a large infrastructure project team”
受け身で書くと印象が薄れる。 “I was involved in…”

CV作成に当たっての注意点(2)

Education History

Main Fields of Studyの部分には、International RelationsやPublic Policyといった専攻名だけでなく、具体的にどのような分野を勉強したかを詳しく記入する。修士論文の内容についても、詳細に記載する（若い人は職務歴が短いので特に必要）。

Qualificationのチェックは近年簡単にできるので注意。

CV作成に当たっての注意点(3)

Employment History (直近から過去に遡って逆時系列に書く)

会社の説明を1-2センテンスで説明する(ex. XX is a global software company with a multi-billion dollar turnover.)

会社名や肩書きだけでなく、職務内容(例:担当したプロジェクト、国名(特に途上国)、クライアント、プロジェクトの特徴、分析した分野、作成したレポートなど)も詳しく書く。

特に今回応募される職種に関連する部分をできるだけ詳しく(どのようなプロジェクトで、何を担当し、どんな工夫をし、何が成果として挙げられたかなど)をできるだけアピールする。

学生時代のアルバイトやインターン等で当該ポジションに関連した業務を経験した方は、当該ポジションに関連させて経験を記述する。

CV作成に当たっての注意点(4)

世界銀行は、専門的知識能力だけでなく、チームワーク、リーダーシップ、多様な文化に対する柔軟性、改革に対する意欲、ジェンダーやガバナンスに対する問題意識も求めている。

Honors/Publications/Professional Licenses

これまでに授与された奨学金、論文名など、関連する項目はできるだけ多く記述する。

Training/Conferences

学生時代のボランティア活動など、関連するものについて記述する。特に、途上国で活動した経験はたとえ短期間のものでも記述する。ただし関連のないtrainingのlong listはダメ。

Key Qualificationsの例

I have 20 years of experience within the field of environmental engineering, comprising research, development, training and capacity building in the public and private sector. I have worked as a consultant in Asia on various donor financed projects. These included feasibility studies of water and waste water systems, design and formulation of tender material and supervision of the construction of water and waste water treatment plants. I have been the Technical Adviser to the Water and Sanitation Authority, employed by the Japanese Authority. My terms of reference included giving advice on technical, managerial and legal aspects of establishing and operating a regulatory agency for drinking water and waste water related activities.

Work Experienceの例 (design experience)

Manager of \$2 million design effort to remediate contamination at Tone River Marsh, part of the Super Dike Research project. The design included dike containment of the marsh, vegetation harvesting, excavation of marsh sediments, dewatering and water treatment, chemical fixation of sediments, and restoration of the marsh. Supplemental site studies to support design included pilot testing for water treatment and sediment fixation, sampling of sediment and vegetation. Managed life cycle cost workshop which led to design changes projected to cut the life cycle costs by 30 percent, -- this was the first life cycle cost exercise accomplished for a River Trust fund project in Japan. In 2015, the project won the national awards for Comprehensive River Management Grand Prize of the Japanese Civil Engineering Society.

Work Experienceの例 (project prep.)

Desk study on whether the Utopia agency should finance a strategic plan in 3 multi-provincial regions of Europa. The issue was whether strategic planning to develop regional landfills would enhance the privatization potential of landfill development. Because landfills have significant economies-of-scale, the study concluded that any effort to bundle landfill needs into regional facilities of more than 350 t/day would have a positive impact on privatization potential, and thus increase the opportunity for Utopia business in the region.

Work Experienceの例 (Flagship study)

East Asia – Flagship study on Urban Development

Lead Consultant for **Flagship study on Urban Development** with case studies in Indonesia, Philippines, and Vietnam. The study examines 10-20 years of urban development in the region and makes a comparison of sector performance in technical, social, policy, institutional and financial terms. A detailed analysis of good and poor development is made through a technical and political economy view points and recommendations made on how to improve performance. The lead consultant is the main author and responsible for the final report with a team of some 10 consultants working on country studies, best practice assessments and a global sector compilation report.

Work Experienceの例（改善必要）

Financial Specialist in connection with a nation-wide water service improvement programme. A key element of the project is promotion of PSP in the municipal water sector in the country. The first phase of the project involves preparing studies and tender documents for up to 60 municipalities for water sector improvement works. The works are to be funded through a World Bank loan administered by the Development Bank of the Utopia. Responsibilities include management of local consultant teams and quality control with regard to financial and economic/affordability analyses.

(Needs more about personal contribution)

CV作成に役立つ文書(PAD & Sector Strategy)

プロジェクト審査文書(PAD)は最も包括的文書。



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Pensions Core Course 2015

April 27, 2015 - A two-week "core course" will provide participants with an in-depth understanding of the conceptual and practical issues in designing and implementing pension and social security programs. [Read More >](#)

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RECENTLY APPROVED PROJECTS

- Health System Resiliency Strengthening, West Bank and Gaza - January 21, 2015
- PE AF-Second Optimization of Lima Water & Sewerage, Peru - January 15, 2015
- Uganda Multisectoral Food Security and Nutrition Project, Uganda - January 15, 2015
- Argentina Youth Employment Support Project, Argentina - January 15, 2015
- BI Eight Economic Reform Support Grant, Burundi - January 13, 2015
- Urban Water Sector Project - Additional Financing, Burkina Faso - January 12, 2015

プロジェクト名、国・地域、
セクターなどで検索

Sector Strategy Paper



September 2013



Charles Feinstein
Energy and Water Sector Manager
Sustainable Development Department
East Asia and the Pacific Region
The World Bank Group