

World Bank Office Romania

Terms of Reference--Short-Term Temporary

The World Bank office in Romania is looking for a Short-Term Temporary (STT) to perform the following tasks:

- Drafts routine correspondence and proofreads materials using proper grammar, punctuation, and style. S/He works regularly and substantially in more than one language, including translating/drafting a variety of standard documents, applying effective proofreading and grammar skills in Romanian, English.
- Incorporates agreed comments into documents, making full use of shared drives and software capabilities.
- Uses word processing or desktop publishing skills to produce complex text, reports, figures, graphs, etc., according to standard Bank formats and distribution.
- Provide quality administrative support to the teams to prepare and timely disseminate documents; data research, compile data from different internal external sources, integration of reviews in the final reports; ensure quality control of documents requiring approval, clearance and or signature; quality format and edit data in a professional manner; draft correspondence; Ensure quality of documents requiring Country Manager`s approval and or signature;
- Assists in preparation and logistical planning for various events, e.g. conferences, workshops, negotiations, etc.
- Assist Visiting Missions: set up meetings and agendas; mission announcement letters preparation and distribution; assist with post-mission documents; logistical arrangements; ongoing administrative support during the mission, travel arrangements for Visiting Missions and consultants;
- Maintains current distribution lists, phone address lists of project product contacts, and distributes documents for the team;
- Liaise with counterparts, responding to their queries and data requests; observes Bank' s guidelines and procedures
- Handles routine correspondence independently, screens distribute incoming mail; Manages the team's document production which requires keeping abreast of Bank and Regional guidelines and procedures; Liaising with counterparts, responding to their queries and data requests;
- Ensures smooth flow of information and knowledge-sharing with other ACS in the Unit; provide back-up support to other ACS as required by the work program; adapt to changing business needs by continuous learning training; constantly upgrades the skills and attends the trainings organized by the bank;
- Properly files and updates all documents both paper and electronically in WbDocs; input data in Bank's systems (Operations Portal, eConsult, Admin Portal) as needed.
- In conjunction with and under guidance from staff in a specific discipline (i.e., Resource Management, etc.) monitors specific activities, (i.e., task budget, etc.) within their teams or clusters.

- Tracks assigned task project steps timetables, coordinates with relevant staff and provides assistance and or information on project-related matters.

The selected candidate may also be assigned responsibility for some aspects of the unit's administrative functions; the Office Manager may also assign responsibilities.

Selection Criteria

- Minimum Education: High school diploma with 2 years of experience, or equivalent combination of education and experience (University degree will be a plus)
- Excellent oral and written fluency in English and Romanian (additional knowledge of other foreign language would be an advantage)
- Effective time management, strong organizational, analytical and presentation skills Ability to pass standard Bank Group tests at time of recruitment (English language, MS Office applications), demonstrating a substantial level of fluency and ease of speech.
- Ability to produce high-quality work under pressure

Required Competencies:

Technology and systems knowledge - Demonstrates advanced knowledge and experience working with Microsoft office applications (Excel, PowerPoint, Word, etc.). Has ability and willingness to maintain up-to-date knowledge and skills as technology.

Project and task management - Exhibits good organizational, problem-solving skills and ability to work competently with minimal supervision. Demonstrates attention to detail and quality. Has ability to manage multiple tasks and complete tasks within agreed schedule. Prepares background materials for meetings.

Institutional policies, processes, and procedures - Demonstrates knowledge of own department's programs and products, knows key players, understands own role. Displays understanding of WB policies and procedures relevant to the area of assigned responsibilities and is able to apply implement them.

Versatility and adaptability - Demonstrates flexibility and is receptive to the implementation of new solutions. Is willing to stretch own capability. Demonstrates motivation to avail and adapt oneself to effecting change.

Client Orientation - Exhibits positive and professional client service attitude; is able to understand clients' needs and complete them professionally.

Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results and has the personal organization to do so.

Please send your CV to mdumitrascu@worldbank.org until November 30, 2021.