

Brazil Country Office Operations Team

Brazil Country Office

Brasilia

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The Latin America and Caribbean Region (LCR) Inclusive Internship Program (IIP) is a key initiative from the LCR Vice-presidential Unit within the World Bank's larger commitment to combat racism and provide career opportunities for people from all backgrounds and ethnicities. The IIP offers highly motivated individuals, with a special focus on Afro descendants, Indigenous Peoples, people with disabilities, LGBT+ and other minorities from the region, an opportunity to be exposed to the mission and work of the World Bank and the broader World Bank Group. Selected candidates will be able to improve their own skills in a diverse environment dedicated to ending extreme poverty and boosting prosperity and will benefit from (i) opportunities for onboarding and training; (ii) networking, mentoring, and coaching from World Bank staff; and (iii) being a part of one of the most reputable development banks in the world.

1. Introduction

The World Bank's portfolio in Brazil is substantial, with 36 projects under implementation and commitments of US\$5.24 billion, alongside three trust funds totaling \$120 million. The portfolio is diverse and complex, extending to different types of clients, including engagements at the federal (5 projects), regional (1 project), state (22 projects) and municipal (8 projects) levels, as well as its geographical reach, spanning all five regions of the country. Since 2023, the demand for IBRD financing has significantly increased. IBRD has progressively expanded its program in Brazil, delivering 14 new operations in FY24, totaling \$1.92 billion in new commitments. The growth trajectory is expected to continue, with an annual increase of approximately US\$2 billion. Looking ahead, there are 22 operations in the pipeline, totaling US\$3.9 billion in new commitments.

The LC5 CMU is headed by a Country Director (CD) based in Brasilia, who leads the strategic dialogue with the client and is responsible for the program's design and delivery. An Operations Manager (OM) oversees the portfolio and the office administration and supervises a team of around 20 ACS. In addition to the CD and the OM, the CMU contains four Program Leaders, a Senior Operations Officer, two Operations Analysts and two Program Assistants. The Brazil Country Office is large, with around 90 staff working on the program and five staff in a decentralized regional disbursement unit.

The LC5 (Brazil) Country Management Unit (CMU) is seeking an adaptable, energetic and

proactive intern to support the Country Operations Team, take on special assignments as needed, and be the agent of change to contribute to progressing the diversity agenda within the CMU. The Intern will work closely with the operations team and CMU staff.

2. Objective

This TOR aims to seek a qualified and highly motivated graduate student to work in the Brazil Operations team as an intern. The intern will support the Country Portfolio Performance Review (CPPR) scheduled from September 16 to October 3, 2024, assist the CMU in coordinating the programming and implementation of the Bank portfolio in Brazil, monitor the portfolio's implementation, and support technical teams in addressing operational issues. The Intern will be a core member of the LC5 Operations Team and will engage in and contribute to broader office team initiatives, including Diversity, Equity and Inclusion (DEI) activities.

3. Duties and Accountabilities

Expected tasks of this internship include:

- Support the Country Portfolio Performance Review (CPPR) on agenda, logistics, presentations, attendance list, travel arrangements etc.;
- Support the country program's monitoring, and assist with specific tasks, as required, e.g., preparing periodic portfolio tracking on disbursements and reports on historical data;
- Administrative tasks, preparing draft presentations, formatting documents;
- Monitor closely important milestones and support the preparation of inputs for the monthly portfolio meetings;
- Provide on-demand operational support to the Global Practice teams as requested by the OM;
- Support the monitoring of the "*informação*" e-mail account where information requests on Brazil operations are received, liaise with corresponding teams and draft responses to be shared with the team; and
- Act as a diversity champion to drive change in making the CMU more diverse, equitable and inclusive, working alongside the DEI representatives;
- Provide feedback on the internship program and share ideas on how it can be improved, helping us improve on diversity and be a more inclusive organization.

4. Assignment's Structure

The assignment will last for nine months from the date of hiring and selected candidate will be based in Brasilia, Brazil.

5. Education and Skills Required:

- Master's degree in business administration, economics, finance, social sciences or related field
- Be 30 years old or younger
- Minimum of 2 years of relevant work experience (may include previous job positions, paid or unpaid internships and volunteer work), field experience in

development is an asset

- Technically proficient in MS Office Suite
- Strong knowledge on data analysis and statistical computing tools (e.g., PowerBi, R, Stata) is highly valued;
- Strong verbal and written communication skills in English
- Fluency in Portuguese is a requirement
- Strong interest in international development and enthusiasm for working in multicultural teams.
- Demonstrated interest and foundational knowledge in organizational skills, with a keen eye for detail and the ability to maintain and enhance systematic processes.
- Creativity and innovation in developing and implementing new strategies, techniques, and processes to optimize organizational effectiveness.
- Strong drive for results and demonstrated ability to multitask under pressure, attend to detail, and follow through
- Operational or portfolio management experience would be useful
- Ability to treat sensitive and confidential information with a high level of discretion and care
- Proven ability to work both independently and in diverse teams, with minimum supervision
- Open to innovative approaches