

## Donor Funded Staffing Program

<b>TOR No:</b>	<b>2022-040</b>
<b>Title:</b>	Junior Professional Officer (AM Media Manager)
<b>Grade:</b>	UC
<b>Division/VPU:</b>	Accountability Mechanism Dispute Resolution (AMSDS)/AMSEC
<b>Duty Location:</b>	Washington, D.C.
<b>Appointment Type and Duration:</b>	Two-year Term Appointment

### **BACKGROUND**

The World Bank Accountability Mechanism (AM) is an independent complaints mechanism for people and communities who believe that they have been, or are likely to be, adversely affected by a World Bank-funded project. It aims to promote accountability at the World Bank by ensuring that project-affected people have access to an independent body to which they can express their concerns and seek recourse. The AM is comprised of two constituent parts: the Inspection Panel and the Dispute Resolution Service.

### **DUTIES AND RESPONSIBILITIES**

The World Bank Accountability Mechanism is seeking a smart and tech-savvy Junior Professional Officer (JPO) to take the lead in managing its website and social media channels.

Working with the AM's senior external affairs officer and World Bank IT staff, the JPO will help in the formal rollout of the AM's new website and be responsible for maintaining and updating the website once it is up and running.

Other responsibilities include:

- Leveraging knowledge and experience to optimize the AM's social media presence
- Posting content (text, still and video images) to the website and social media channels
- Managing the AM's new case management system
- Designing the AM's quarterly newsletter based on content provided by the senior external affairs officer and distributing it to an internal and external audience
- Maintaining the AM's email distribution list in line with the World Bank's data privacy guidelines
- Working with the senior external affairs officer and others on the logistics of public AM events

### **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 required
- At least three years of relevant professional experience working with websites and social media channels required; three years preferred
- Ability to communicate effectively and concisely in spoken and written English required; additional language skills desirable
- Ability to work effectively as part of a team and to juggle multiple assignments a must
- Familiarity with World Bank policies and procedures and business practices a plus
- International work experience also a plus
- Experience running online surveys desirable