



WORLD BANK GROUP

Donor Funded Staffing Program

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| TOR No: | <u>2023-030</u> |
| Title: | Partnership Specialist |
| Grade: | GF |
| Division/VPU: | Corporate Services, Partnerships and Chief Risk, Legal and Administrative (MIGCS) / Multilateral Investment Guarantee Agency (MIGA) or (MIG) |
| Duty Location: | Washington, D.C |
| Appointment Type and Duration: | Two-year Term Appointment |

BACKGROUND

Do you want to build a career that is truly worthwhile? The Multilateral Investment Guarantee Agency (MIGA) is a member of the World Bank Group (WBG), and our mission is to promote foreign direct investment into developing countries to help end extreme poverty and boost shared prosperity. We do that through the provision of political risk insurance (PRI) and credit enhancement to investors and lenders against losses caused by noncommercial risks. For more information, visit www.miga.org.

To help lead MIGA's growth and important role in the global financial system, the Corporate Services and Partnerships and Chief Risk, Legal and Administrative (MIGCS) VPU was created to oversee MIGA's Finance and Risk Management Group (MIGFR), the Economics and Sustainability Group (MIGES) and the Legal Affairs and Claim Group (MIGLC), as well as Partnerships.

The mandate of Partnerships is to expand the use of PRI by building relationships with other institutions, steering outreach, and strengthening thought leadership to advance the role of PRI and credit enhancement guarantees in supporting foreign direct investment and delivering impact. MIGA Partnerships will pursue business agreements and collaboration to generate more projects and impact, conduct outreach to increase awareness of MIGA, and develop a knowledge agenda to enhance MIGA's value in providing solutions for private investment.

MIGCS Partnerships is seeking a Partnership Specialist. The position will be based at MIGA's headquarters in Washington, DC and will report to the Senior Partnership Specialist and Adviser.

DUTIES AND RESPONSIBILITIES

Among other duties, the Partnership Specialist will be expected to support the Partnerships team's work in the following areas:

- Work closely with all units in MIGA, and with other units across the WBG as appropriate to enhance partnership;

- Assist in cultivating effective relationships across the WBG, the multilateral community and private sector by understanding MIGA's business, market and national contexts as well as cultural differences and viewpoints;
- Prepare briefing materials, talking points, presentations and correspondence on a wide range of topics, for internal and external audiences as needed;
- Support collaboration and information sharing, respond to requests for input and provide timely feedback, and write reports independently on a range of topics related to Partnerships team's work;
- Conduct independent research and data collection on various topics across different sectors and regions, including development partner agency strategies, priorities, and structures, background information of specific companies or organizations, trends in foreign direct investment (FDI), and relevant development issues within the WBG and externally;
- Help identify areas of potential opportunity for new partnerships based on the research above, providing the rationale behind it (synergy, strategic focus, counterpart risk appetite or other as applicable) and help develop parameters to prioritize and/or sequence the pursuit of partnerships with other institutions;
- Collect, analyze and synthesize data from public and WBG sources and create knowledge notes to support and cultivate effective, productive relationships/partnerships;
- Keep abreast of global political and economic trends, emerging issues relevant to MIGA's work, and engagement with external parties and across the WBG to ensure that relevant pertinent developments are brought to the prompt attention of the Senior Partnership Specialist and Adviser;
- Support planning, coordination, and implementation of events and activities of Partnerships and MIGA, contributing to a continuous dialogue across relevant multilateral constituencies;
- Support preparations for high-level meetings, events, and trips and, in close coordination with the Senior Partnership Specialist and Adviser, participate in and provide minutes and summaries from events/meetings;
- Support fundraising initiatives and donor relations, including providing regular updates to the fundraising pipeline database, and ensure that fundraising activities follow the governance process for fundraising
- Provide informational and analytical support to the Senior Partnership Specialist and Adviser with respect to various initiatives, policy and procedures as needed;
- As needed, support Partnerships with other ad hoc projects or tasks.

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

- Must have a Master's degree (e.g., in Business Administration, Economics, Public Administration/Policy, Finance, or related field), plus a minimum of five years relevant work experience, preferably in an international environment

- Outstanding interpersonal skills and the ability to work with people at all levels (inside and outside MIGA) and in a team-oriented, multi-cultural environment. Track record of managing relationships with a variety of stakeholders
- Excellent written and verbal communication skills in English, with an ability to craft messages and communiques, condense information into key points, write clear and articulate reports and inputs for documents, and produce compelling narratives
- Strong research, data collection, and analytics skills, including proficiency in MS Excel and PowerPoint
- Superior ability to structure and create presentations and synthesize complex issues in an attractive format
- Excellent organizational and task management skills, with appropriate attention to details and ability to prioritize work among multiple competing demands and under tight deadlines
- Ability to think independently, analyze problems and identify appropriate solutions
- Knowledge of the WBG and key corporate issues and priorities; up-to-date knowledge of current development topics and issues, and ability to identify partnerships related opportunities and risks
- Willingness to 'get the job' done with a positive attitude to take on a wide range of tasks
- Fluency in other language(s) especially French or Spanish, a plus
- Experience within a multilateral or international organization, and specific experience within the World Bank Group, is preferred

Please refer to WBG Core Competencies for details on level GF (<https://bit.ly/2kbIA7O>)