



Strategy Officer

The Development Finance Vice-Presidency (DFi) is responsible for the management and monitoring of policies, procedures and resources for the World Bank's development financing vehicles. DFi sets the policy framework for the World Bank Group's development finance by engaging in strategic resource mobilization, playing an intermediation role to help align the needs of recipients, WBG institutional priorities, and priorities of funding partners, through a variety of funding instruments. These include the International Development Association (IDA), the World Bank's fund for the poorest, the International Bank for Reconstruction and Development (IBRD), and Trust Funds, including Financial Intermediary Funds (FIFs).

Given the nature and variety of this portfolio, DFi works closely with the President's office, Executive Directors, WBG senior management, corporate and operations units across the WBG, funding partners and government officials. The WBG strategy and the Forward Look exercise present an opportunity to further strengthen the Bank Group approach to development finance. As such, DFi is structured to provide the institution with a more holistic approach to financing, financial policy, and strategic fundraising across IDA, IBRD, and Bank/IFC trust funds and partnerships.

Within DFi, the IDA Resource Mobilization and IBRD Corporate Finance department (DFIRM/CF) is responsible for the replenishment and stewardship of the International Development Association (IDA), the Bank's principal facility for providing highly concessional resources to the world's poorest countries, and for corporate finance policies of the International Bank for Reconstruction and Development (IBRD). The Department is the institutional focal point for the IDA replenishment process and most recently shepherded the IDA18 replenishment process to a successful conclusion as the highest replenishment ever at \$75 billion. The Department monitors the implementation of the IDA policy mandates within the Bank, undertakes a significant policy research agenda, and participates in review activities at the country and institutional levels. In addition, the Department manages the allocation of IDA resources (both volumes and terms) to eligible countries as per IDA priorities and maintains a policy dialogue with donors. Working closely with OPCS, Regions, CCSAs and Global Practices, it takes the lead in preparing IDA replenishment papers which form the basis for policy discussions with IDA's contributing countries. On the IBRD side, the Department is in charge of a range of corporate finance policies, working in collaboration with other finance units on income allocation, lending capacity management, asset-liability management, pricing and other policies.

The Strategy Officer will work in the Department's Director Front Office, a small team supporting the Director and the 3 units composing the Department.

Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. All others will be offered a 3 year term appointment

Roles and Responsibilities

The Strategy Officer will support the DFIRM/CF Director and front office in various areas, based on expertise and experience, including:

- Manage and monitor the daily front office work-flow, together with the Senior Executive Assistant;
- Keep track of unit deliverables, and make regular updates available to the unit;
- Ensure information flow amongst the three teams in the unit and ensure that managers and staff are kept informed about relevant meetings and enable them to prepare in a timely manner for the Director;
- Lead preparation of donor briefings, with inputs from the three teams and in liaison with the Vice President's front office and communications teams;
- Maintain a resource with shareholder views and work with the three teams to make recommendations to the Vice President's front office on shareholder outreach (throughout the year, and particularly during the Annual and Spring Meetings);
- Quality assurance of materials and emails for the Director to distribute to other units;
- Provide strategic advice on issues that arise; and
- Follow-up on ad-hoc front office activities as they arise.

Selection Criteria

In addition to the Bank-wide criteria listed below, the successful candidate for this position should have demonstrated superior work flow management skills, first-rate interpersonal skills, and a capacity to process and use knowledge about a wide range of development topics. The incumbent must be able to create efficiency in the front office work flow, as well as a welcoming front office environment.

Other selection criteria include:

- Master's degree in relevant field, minimum of 5 years of relevant work experience; consulting experience highly preferred.
- Excellent conceptual skills and the capacity to respond quickly, selectively and with flexibility to a wide range of issues.
- Ability to anticipate, coordinate, and prioritize activities and share knowledge with the unit.
- Excellent organizational skills and ability to 'multitask' with the capacity to follow up systematically and efficiently on a broad set of initiatives and decisions.
- Strong integration and writing skills, capable of pulling together inputs from various sources to address complex issues under pressure in a timely manner.
- Demonstrated interpersonal, oral communications, diplomatic and negotiation skills to work effectively with key internal and external stakeholders.
- Ability to work flexibly on a range of assignments and adjust to a variety of complex evolving tasks to meet deadlines.
- Creates, applies and shares knowledge from across and outside WBG to strengthen internal and/or external client solutions.

- Demonstrated proactive and action-oriented attitude.