

The World Bank
Sustainable Development Vice Presidency (SDNVP)
Transport, Water and ICT Department
Water Anchor (TWIWA)
Terms of Reference for Junior Professional Associate

Background:

The Water Anchor is a unit within the Transport and Water and ICT Department of the Sustainable Development Vice-Presidency of the World Bank Group. The Water Anchor's core functions are: a) analytical support to the formulation and coordination of the Bank's water sector strategy; b) global advocacy and partnerships; c) creation of knowledge; d) management and dissemination of knowledge; and e) monitoring the Bank's water portfolio. The Water Anchor integrates all water disciplines, including: agricultural water management, water supply and sanitation, water resources management, hydropower, and water quality and environment.

The Water Anchor is seeking to hire an operations analyst to help support Anchor work. The successful candidate will be recruited through the World Bank's Junior Professional Associate (JPA) program. The [JPA program](#) offers two-year, non-renewable and non-extendable job placements on a competitive basis throughout the Bank to young professionals (see [eligibility requirements](#). **Note that candidates must be under the age of 28 before beginning the program.**) The World Bank offers the opportunity to learn from, and contribute to, global expertise in a broad range of development topics.

Selection Criteria:

The successful candidate's responsibilities may include, but are not limited to:

Analytical Work and Knowledge Creation

Provide analytic, research or other professional support to senior professionals in the Water Anchor.

Water Portfolio Monitoring

Assist in updating the database of water lending & activities, monitoring trends and changes to the composition of the portfolio, preparing reports and briefings as needed.

Support to Anchor Management

Assist the Sector Manager in preparing for meetings and presentations, take meeting minutes, assist with the budget planning and review process, follow-up on budget issues, prepare unit reporting, draft briefings.

Support to Hydropower

Assist the Sr Hydropower Specialist in analytical work related to hydropower, review of

the hydropower portfolio, and support to the hydropower Community of Practice network.

The JPA will report directly to the Water Anchor Sector Manager but on a functional basis may be supervised by other senior staff.

SELECTION CRITERIA

- Master's degree (in International Development, Public Administration, Natural Resource Management, Economics or other relevant discipline, preferably with a focus on water resources) with at least 1 year of relevant experience or an equivalent combination of education and experience.
- Strong quantitative and analytical skills to gather and organize information and resources, compile data and prepare statistics, and to synthesize knowledge from diverse sources of information.
- Excellent computer skills including knowledge of Excel and Power Point (Prezi a plus).
- Skills in GIS and other mapping tools not necessary but preferred.
- Ability to write crisp and succinct summaries based on existing technical documentation/reports, on meetings, etc.
- Excellent oral and written communications skills in English.
- Ability to effectively provide professional support to senior staff and to meet deadlines.
- Well-developed interpersonal and team work skills; ability to take initiative, demonstrate persistence and maintain a positive attitude.
- Ability to work independently under minimal supervision.
- Willingness to work in a fast-paced environment.
- Ability to deal sensitively with others in a multicultural environment.

HOW TO APPLY

Please submit a CV and cover letter to Chonlada Sae-Hau (Csaehau@worldbank.org) by **5pm EST January 2, 2012**. The candidate should also submit a separate application to the JPA program through the World Bank website (from the homepage, click on "Job Resources", then "Junior Professional Associates Program", then "How to apply"). Please note that a formal offer of employment by the World Bank Group to the successful candidate is subject to a security clearance and approval by the Bank's central Human Resources division.