



## Donor Funded Staffing Program

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|---------------------------------------|--------------------------------------------------------------------------------------|
| <b>TOR No:</b>                        | <b>2025-074</b>                                                                      |
| <b>Title:</b>                         | <b>Junior Professional Officer (Operations Analyst)</b>                              |
| <b>Grade:</b>                         | <b>UC</b>                                                                            |
| <b>Division/VPU:</b>                  | Infrastructure Director Global Urban (IDURM)/ Infrastructure Vice Presidency (GGIVP) |
| <b>Duty Location:</b>                 | Washington, D.C.                                                                     |
| <b>Appointment Type and Duration:</b> | Two-year Term Appointment                                                            |

### **BACKGROUND**

The Global Unit for Disaster and Climate Risk Management (IDURM) is a multi-donor partnership that supports low and middle-income countries to understand, manage, and reduce their risks from natural hazards and climate change. Specifically, IDURM provides financial support for technical assistance and expertise and invests in new analytics, innovative solutions, and tools to generate and share best available global knowledge that can create outcomes and impact to help improve disaster risk management and climate change adaptation operations and policies. It is part of the Global Department for Urban, Resilience and Land (GDURL) within the larger Infrastructure Vice-Presidential Unit.

Through 14 Global Technical Programs, IDURM provides grant financing and technical assistance to the most vulnerable countries and communities where there is a higher likelihood it will have positive impact and draw in larger disaster and climate resilience investments. IDURM has helped mobilize approximately \$35 billion in financing since 2015 for disaster and climate resilience operations from the World Bank Group, national governments, and other development partners. Through these actions, IDURM supports countries to implement the Sendai Framework for Disaster Risk Reduction, the 2030 Agenda for Sustainable Development, and the Paris Agreement.

### **DUTIES AND RESPONSIBILITIES**

The overall objective of the Operations Analyst objective is to support the IDURM's operational and technical work. The Operations Analyst will work closely with the Unit Manager, Operations Team, and leads of Global Technical Programs. Specific responsibilities and duties will include but not be limited to the following:

- Monitor and seek to influence development impact created through WB development finance related to the topic of the program, in collaboration with Technical Leads and program Monitoring and Evaluation Specialists.
- Support the allocation of funds and contribute to workplan development, monitor and report on resources expenditure.

- Provide analytical and operational support to IDURM management and Global Technical Programs.
- Support efforts to build technical support offers and delivery capacity.
- Prepare reports, presentations, and other communication materials for internal and external stakeholders and drafting of briefs for IDURM and WB senior management meetings.
- Assist in articulating operations engagement strategy and value proposition for Bank operations.
- Contribute to development of external and internal knowledge and result products of IDURM.
- Collect, analyze, and interpret data related to portfolio performance and outcomes and provide inputs to annual reporting and action planning.
- Assist in the review of WB project documents to assess technical relevance, as well as data analysis and visualization of the IDURM project portfolio.
- Facilitate coordination with other GDURL Programs and World Bank Programs.
- Quality assure processes, briefs, and documents.
- Support the organization of missions, meetings, workshops, and other events and participate in missions.
- Contribute to IDURM Teams' work, facilitating team building, learning and knowledge sharing, collaboration, and synergies.

**Note:**

The selected candidate will not be assigned to programs involving their own government such as donor coordination and trust fund management.

**SELECTION CRITERIA**

- Master's degree in Public Policy, International Development, Finance, Economics, Environmental Science or another related field.
- At least 3 years of relevant experience in program/project management, climate change, disaster risk management, or related areas.
- Experience working with a wide range of stakeholders, NGOs, private sector international organizations, development partners, and/or government agencies.
- Familiarity with the Sendai Framework for Disaster Risk Reduction (2015-2030), the United Nations 2030 development agenda and Sustainable Development Goals, and the 2016 Paris Agreement will be considered an asset.
- Good inter-personal skills and ability to function effectively in multi-disciplinary and multi-cultural teams.
- Proven problem-solving skills.
- Excellent written and spoken English and French are required; fluency in another official World Bank language is a plus.
- Excellent organizational and multi-task management skills, with attention to detail and ability to prioritize work among multiple competing demands and under tight deadlines.