



## Donor Funded Staffing Program

<b>TOR No:</b>	<b>2019 - 066</b>
<b>Title:</b>	<b>Disaster Risk Management Analyst - Junior Professional Officer</b>
<b>Grade:</b>	<b>UC</b>
<b>Division/VPU:</b>	Social, Urban, Rural and Resilience (SURR) Global Practice, Urban, Disaster Risk Mgmt West Africa (GSU19)
<b>Duty Location:</b>	Washington D.C.
<b>Appointment Type and Duration:</b>	Two-year Term Appointment

### **BACKGROUND**

The World Bank Africa Region, under the leadership of the Social, Urban, Rural, and Resilience Global Practice (GPSURR), in partnership with the Global Facility for Disaster Reduction and Recovery (GFDRR), Global Practice Finance & Markets (GFMDR) and in close collaboration with other Global Practices, is bolstering its support to disaster-prone countries. The purpose of this support is to systematically enhance country and regional capacities to better manage climate and disaster risks and leverage DRM entry points to promote long-term resilient development.

The overall Africa DRM program development objective is to support vulnerable countries in the Africa region in their efforts to better manage climate and disaster risks and strive toward disaster-resilient and climate smart development at regional and national levels by (i) enhancing the understanding of climate and disaster risks and vulnerabilities;(ii) creating an enabling policy, knowledge, and investment environment for resilient development and risk reduction at the country level; (iii) strengthening the capacity of Regional Economic Communities (RECs) and other regional partners to promote climate resilience and disaster risk management (DRM) at the regional level; (iv) modernizing hydro-meteorological services; (v) developing tailored risk financing strategies; and (vi) supporting African countries in effectively responding to disaster events.

To support the growing engagement on disaster risk management and climate resilience, SURR is seeking a disaster risk management Junior Professional Officer (JPO) with a strong technical / engineering background to support its financial, technical assistance and analytical work under the Africa Disaster Risk Management Program.

## **DUTIES AND RESPONSIBILITIES**

The DRM JPO will be supervised by the Regional Coordinator for Disaster Risk Management and will have the following duties and accountabilities:

- Support and facilitate the team's country dialogue with African countries, mainly in West Africa e.g. Senegal, Ivory Coast, Benin and Ghana and in case of need also for countries such as Kenya, Uganda and Ethiopia in the East, including contribution to Policy Notes, Country Notes, Country Partnership Strategies, and other policy documents.
- Undertake research and knowledge management activities, including analytical papers and guidance notes for Bank staff, on best practices for Bank's DRM-related operations, and promote and facilitate knowledge exchange and dissemination.
- Support the Bank team in the identification and preparation of DRM projects for Board Approval, specifically as it pertains to the (i) preparation of project concept notes; (ii) preparation of project identification documents; (iii) preparation of project appraisal documents and Board packages; (iv) preparation of operation manuals, procurements plans, disbursement schedules and project activity matrices.
- Support client in the execution of projects, specifically as it pertains to (i) ensuring that all project covenants are and remain satisfied; (ii) review terms of reference and bidding documents; (iii) liaise with Bank fiduciary, safeguard and financial management colleagues.
- Coordinate mission preparation and monitoring documents, including (i) mission statement, (ii) Aide-memoires; (iii) Back-to-Office Report; and (iv) Implementation Status and Completion Reports.
- Contribute to project team's efforts to monitor project activities and ensure proper documentation.
- Assist in reviewing and processing bid documents, including requests for no objection, Requests for Proposal (RfPs), Terms of Reference, short-lists, and evaluation reports.
- Perform any other business assigned by the Task Team Leader - TTL, including in case of disaster recovery operations following major disaster in the region.

### **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**

- Educational Degree: A Masters' degree in engineering, climate and disaster risk management, geosciences, physics, spatial analysis, water resource management, urban planning, infrastructure, economics, social science, or related.
- Relevant Experience: at least three years of experience in climate and disaster risk management or related areas; a quantitative background could be an asset but is not required.
- Experience with Project management, program monitoring and evaluation systems, trust fund policies and procedures, grant application review processes, and programmatic reporting.
- Demonstrated track record of developing and applying innovative solutions, open-source tools and/or open data to disaster risk management and/or climate change problems.

- Demonstrated ability to work effectively with Government officials and technical staff and with DRM stakeholders. Understands the institutions and governance issues related to disaster risk management. It is desirable that the JPO knows how to engage with institutions, and how to assess their capacity. Among specific elements include: Institutional Assessment; Risk Reduction and Reconstruction Policy and Planning; International Cooperation; Legislative Framework; Institutional Capacity Building; Transparency and Accountability.
- Demonstrated ability to deliver high quality outputs while working under pressure and within tight time schedules.
- Strong organizational, research, and oral presentation skills.
- Proven ability to work in a team and intercultural environment, with minimal supervision.
- Hands-on and action-oriented approach.
- Computer skills: Microsoft Office (Proficient User).
- Excellent oral and written communication skills in English and French.
- Enthusiasm for and commitment to development work.
- Willing to travel to remote areas in Africa.
- Field experience in developing countries a plus.

## **What we offer**

We recognize that poverty has no borders. Neither does excellence. So we are continually in search of the brightest, most talented individuals from around the globe. And we are proud to employ a dedicated and committed workforce that is diverse in gender, nationality and culture.

Bank staff work with governments, civil society groups, the private sector and others in developing countries around the world, assisting people in all areas of development, from policy and strategic advice to the identification, preparation, appraisal and supervision of development projects.

Build a career that is truly worthwhile with the World Bank, the world's leading international development organization.

If you decide to work at the World Bank, you can:

- Have a real impact on poverty reduction
- Fight poverty in all of its dimensions. Ending poverty is at the core of the World Bank's work
- Work closely with governments to develop policies that can improve the lives of poor people, mitigate the risks of climate change and access social and infrastructure services and good jobs
- Have a global career with global reach
- Work with a truly diverse group
- Work in teams to bring sustainable solutions to our clients

As an institution:

- We believe that seeing things from different viewpoints is an important skill. We value and nurture cross cultural communications that further mutual understanding.
- We embrace diversity and look for ways to become more inclusive because diversity has the potential to yield greater work productivity and competitive advantages.
- We value collaboration and team work and foster mentoring relationships for incoming young staff
- At the WBG we believe in a synergistic way of working; the sum is greater than the parts.
- Our outstanding workforce makes us the world's leading international development organization.

