

Please see attached the Terms of Reference for an open JPA position in the Latin America and Caribbean Resource Management team. Interested candidates should send a statement of interest and a CV to **Caroline Adams-Brezina** (cadamsbrezina@worldbank.org). They are looking to fill the position as soon as possible.

Latin America and Caribbean Region Resource Management (LCRRM) – Junior Professional Associate

The incumbent will be a member of the resource management team of the Latin America Region, which includes staff at HQ and in country offices. The incumbent will be assigned to provide direct support to the Chief Administrative Officer and three senior resource management officers.

Duties and Responsibilities

- Strengthen the Policies and Procedures section of the LCRRM website, for HQ and Country Offices. This includes:
 - Develop/update the Table of Contents
 - Conduct research on existing Bank and LCR policies and procedures, and good practices in other regions
 - Draft policies and procedures where necessary
 - Communicate with RM colleagues in country offices
 - Ensure that revised content is posted on the website
 - Assess areas for improving the website
 - Prepare material (Powerpoint, Word) to disseminate to LCR staff on policies, processes, savings opportunities
 - Participate in work program and budget planning/monitoring exercises
 - Prepare material for RM team training events, FAQs, tips and tricks
 - Undertake data mining, research, and analysis for ad-hoc exercises
 - Organize logistics and prepare presentations for training events/brown bags sponsored by LCRRM

Competencies

- Proficiency in Excel, Powerpoint, Word, ePublish
- Strong English communication skills, both written and verbal
- Proven experience in analysis and research
- Ability to think critically and independently
- Ability to handle sensitive information
- Thorough, organized, detailed
- Proactive, self-starter, demonstrates initiative