

## **Terms of Reference**

### **LCSSEN JPA**

The Environment Department (LCSSEN) of the Latin America & Caribbean Sustainable Development Unit is seeking a qualified candidate for the position of Junior Professional Associate. The position, under the framework of the World Bank's Junior Professional Associate (JPA) program, is for a maximum of two years.

The JPA will work under one or more supervisors (Task Team Leaders) in the Sustainable Development Unit of the Latin America & Caribbean Region. The JPA's tasks will reflect the portfolio of projects under preparation and supervision of those same TTLs. It is expected that those projects will include the following: land conservation and protected areas management; land administration; community forestry; rural productivity and development, etc. The JPA will also provide analytical assistance to the Sector Manager of the Environment Department, producing internal portfolio reviews for quality assurance.

Among the principal tasks that could be required are:

#### Project Supervision and Management

- Work under Task Team Leaders to effectively supervise project implementation; keep track of important project deadlines, and ensure that these deadlines are met.
- Serve as the point person for specific aspects of projects, including relations with client countries and NGOs, as requested by the Task Team Leaders. Those tasks may include:
  - Review and edit technical documents, including Operational Manuals, Terms of Reference, small grants programs, capacity building
  - Assist TTL in coordinating review of annual project planning documents, including Annual Operating Plan, Procurement Plan
- Prepare reporting and monitoring documents, including Implementation Status Reports (ISRs), Grant Reporting and Monitoring reports (GRMs), Aide Memoires, and Back-to-Office Reports.
- Serve as back-up for day-to-day project management responsibilities when Task Team Leaders are on mission or otherwise unavailable.
- Provide relevant information about projects to teams working on other, related projects, in order to increase synergies among projects and incorporate lessons learned into different operations.
- Participate in supervision team missions, as required, usually involving missions lasting from two to four weeks.

#### Project Preparation

- Assist with the preparation of key World Bank documents as requested by Task Team Leaders, including but not limited to Project Concept Notes (PCN), Project Appraisal Documents (PAD), Integrated Safeguard Data Sheets (ISDS), and Implementation Completion Reports (ICR).

- Prepare packages for key Bank meetings including Project Concept Note Reviews, Quality Enhancement Reviews (QER), Project Appraisal Document (PAD) Decision Meetings, and Board Meetings. Prepare minutes of key meetings, including those above.
- Answer requests for information on projects from within and outside the Bank.
- Participate in project preparation missions, as requested, usually involving missions lasting from two to four weeks.
- Help coordinate consultant or intern work, as requested.
- Keep track of important project deadlines, and ensure that these deadlines are met.

#### Portfolio Review and Quality Assurance

- Portfolio review for quality assurance and associated Departmental learning.
  - Review internal quality assurance ratings for Environment portfolio to produce lessons learned and other analytical tools.

#### **Qualifications:**

The best candidate will have a mix of experience and education to fit the needs of this highly demanding position. The JPA will be expected to travel regularly to Central and South America with project teams, depending on availability and need. Communication ability in Spanish is highly important.

- Experience in project development and/or implementation is desirable;
- Work experience in Central and South America is highly preferred;
- Previous technical experience in the area of conservation, protected areas management, land administration, rural development or planning is preferred;
- Master's degree in natural resource management, economics, international development, or public policy, etc is preferred;
- Excellent writing and presentation skills in English and Spanish.
- Must be comfortable working in an all-Spanish professional environment when traveling in the field and occasionally in Washington, DC;
- High degree of initiative, ability to work independently, willingness to travel;
- Strong interpersonal, analytical, research and organizational skills;
- Effective interpersonal skills, ability to successfully deal with international donors, staff of partner country institutions and Bank colleagues at all levels;
- Results-oriented approach and ability to think strategically;

Please send CV and short cover letter to: Lyle Morton ([lmorton@worldbank.org](mailto:lmorton@worldbank.org))

**For more information on the JPA program see the following link:**

<http://go.worldbank.org/ZMSUA31740>