

## **Terms of Reference for On-Boarding Program Assistant**

### **1. Background**

Human Resources (HRS), in close consultation and collaboration with many other Bank's units is creating a program to design and implement a global, comprehensive and integrated approach for new staff joining the Bank. It builds on the induction program already in place and many existing or forthcoming initiatives led by regions, networks and other units across the institution. The program includes best market practices by best in-class organizations in a rapidly growing competitive and global environment in which top talent and experience is finite and both prospective and current staff is increasingly selective in determining the "employer-of-choice".

### **2. Duties and Accountabilities**

The on-boarding team is looking for a Program Assistant that will provide business analysis, program and project management, communications capabilities to assist in the establishment, implementation and monitoring of the Program. The position is temporary and is offered as a Short Term Consultant (STC). The period will extend to end of June 2009, with the possibility of extension(s) but will not exceed 150 days in the next fiscal year (July 2009 to June 2010).

The position reports to the Senior Adviser to the Vice-President, HRS.

### **3. Selection criteria**

The successful candidate will be energetic, responsible, detail oriented, able to multi-task, self-motivated, results-oriented and produce well written briefs and presentations. She or he will possess an advanced degree in business administration, human resources, education, banking, knowledge, information management or related fields.

- A minimum of 2 years experience in implementation and monitoring of organizational and change management projects.
- Conceptual and analytical skills, with the ability to think strategically and rapidly analyze and integrate diverse information from varied sources into conclusions and recommendations.
- Excellent team-working and collaborative behaviors, with a strong focus on meeting demands from identified internal clients and partners.
- Excellent verbal and written communication and presentation skills in English.
- Strong client and service orientation and inter-personal skills with proven ability to work cooperatively with teams, all levels of staff, managers and clients.
- Excellent knowledge of MS Word, Excel, PowerPoint. MS Project a plus.

### **4. Contact Information**

Please send your application to Guy-Pierre De Poerck at [Gdepoerck@worldbank.org](mailto:Gdepoerck@worldbank.org).