

Short Term Temporary (STT) Level 2

The World Bank Montenegro Office is seeking a dynamic, motivated and qualified locally recruited person to fill in a Short Term Temporary position within the Country Office. Under the guidance of the Program Assistant, the STT will be responsible to provide the full range of office support functions, including liaison with contacts and variety of support functions for the Office and visiting missions and contribute to the smooth running of the daily operations of the Office for up to 100 days/800 hours of work in the period starting on or about February 15, 2015, through June 30, 2015.

WORLD BANK GROUP CONTEXT

Innovation and partnership bond the five institutions of the World Bank Group (WBG): the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA), which together form the World Bank; the International Finance Corporation (IFC); the Multilateral Investment Guarantee Agency (MIGA); and the International Centre for Settlement of Investment Disputes (ICSID). The World Bank Group is one of the world's largest sources of funding and knowledge for developing countries. It uses financial resources and extensive experience to help poor nations reduce poverty, increase economic growth, and improve quality of life. To ensure that countries can access the best global expertise and help generate cutting-edge knowledge, the World Bank Group is constantly seeking to improve the way it works. Key priorities include delivering measurable results, promoting openness and transparency in development, and improving access to development information and data.

Regional and Unit Context

The Europe and Central Asia (ECA) region comprises of 30 extremely diverse countries, with a population of nearly 500 million people. Four of our clients are IDA only and another 5 are IDA blend countries. The remaining 21 are IBRD eligible. Although 10 of our clients have joined the EU and 7 of these have graduated, most continue to remain active recipients of knowledge and/or lending services. Country Partnership Strategies (CPSs) reflect this strong diversity with substantial variation in lending prospects, but strong demand for Bank technical services is present across the board.

The Western Balkans Country Unit manages a program of lending and a portfolio of lending and non-lending support in six countries, which in addition to Montenegro include Albania, Bosnia and Herzegovina, Kosovo, FYR Macedonia, and Serbia. All six countries are pursuing EU membership, with three—FYR Macedonia, Montenegro, and Serbia—having achieved “candidate” status.

Country Program Snapshot

Montenegro joined the World Bank Group (WBG) as an independent country in January 2007; the Bank had, however, implemented a discrete program of lending and analytical work for Montenegro for most of the period since the State Union of Serbia and Montenegro had joined the WBG in 2001. The Bank's engagement during the pre-independence period was focused on supporting Montenegro's efforts to build a market economy and re-establish growth after a period of regional conflict and intense instability, both through Analytical and Advisory services (AAA) and new investments especially in energy and water. In mid-2007, the Bank and country authorities developed Montenegro's first post-independence Country Partnership Strategy (CPS) covering FY07–FY10. The CPS deepened the Bank's engagement in infrastructure, the social sectors, and public sector management, as well as marked Montenegro's graduation from IDA into the ranks of middle-income IBRD borrowers. In January 2011, the Board approved the US\$216 million CPS for FY11–14. In May 2014 the CPS was extended for one additional year. This CPS is client-driven, and reflects Montenegro's status as an upper-middle-income client with

well-defined development priorities. It focused on: (i) strengthening institutions and competitiveness in line with EU accession requirements; and (ii) improving environmental management, including reducing the costs of environmental problems. Montenegro portfolio consists of five investment operations with total commitment of US 136.98 million, in the areas of higher education, energy efficiency, agriculture land administration and industrial waste management. The Bank will work with the government to prepare a Systematic Country Diagnostic, drawing from the FY13 Country Economic Memorandum (CEM) and recent analytic work, to underpin the strategic focus and selectivity under a new Country Partnership Framework for FY16-20.

Duties and Accountabilities:

- Performs basic office functions, to include: sorting and distributing incoming/outgoing mail and faxes, distributing documents for the Country Office and WB teams, answering telephones, assisting in maintaining Country Office files/registers, photocopying, scanning, delivering urgent mail/messages, obtaining authorizations, handling courier services, ordering and monitoring office supplies etc.;
- Prepares, formats documents in WORD, Excel, Power Point presentations
- Assists team by translating/drafting a variety of routine documents and applying effective proofreading and grammar skills in English and Montenegrin
- Assists in preparation and logistical planning of various events, conferences, workshops, negotiations, etc.
- Assists in making travel arrangements for visiting team members;
- Provides assistance to visiting missions, organizes meetings with the counterparts
- Performs basic document search for the project teams
- Maintains institutional filing systems and databases.
- Responsible for updating distribution lists and contact database.
- Assists internal and external clients with general inquiries and/or provide guidance accordingly
- Ensures dissemination and smooth distribution of information among external clients and staff,
- Organizes and maintains project files (including WBdocs filing and archiving of documents).
- Maintains newspaper and media coverage filed and organized.
- Performs other ad hoc duties including back up assignments in the absence of the Program Assistant or during periods of heavy workload.

Essential Specialized Skills/Knowledge/Competencies:

- Technology and systems knowledge - Able to conduct routine work using basic software applications (Microsoft Outlook) and appropriate technology and /or data base management systems.
- Project and task management - Demonstrates attention to details. Able to perform routine tasks independently. Able to organize own work and complete assigned tasks according to directions within agreed timeline; seeks guidance in organizing non - routine tasks.
- Client Orientation - Demonstrates positive client service attitude; is able to develop good working relationships with internal/external clients.
- Knowledge how to operate standard office equipment (e.g. computers, photocopy, fax machine, etc.);
- Should be able to draft routine correspondence and edit materials using proper grammar, punctuation and style and make short translations (English-Montenegrin and vice versa). Good listening comprehension and fluency in speaking is required.
- Understanding of basic file/records systems;
- Good team player, with ability to interact tactfully and effectively with staff at all levels in a multi-cultural environment;

- Ability to work accurately and complete tasks according to specific instructions.

Other selection criteria:

Minimum Education: High school education.

Previous experience in working in a multi-national environment is an asset.

Please submit your CV to “montenegrooffice@worldbank.org” email address by February 5, 2015.

The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are encouraged to apply. All applications will be treated in the strictest confidence.