

**Job Title :** Team Assistant  
**Location:** STT position,  
Bucharest, Romania  
**Recruitment:** Local  
**Languages:** Romanian, English  
**Closing date:** December 16, 2014

(interviews will be conducted on ongoing basis until the identification of a suitable candidate)

#### **Duties and Accountabilities:**

- **Provides quality administrative support to the team in preparing Bank documents;** Compiles data from different internal and external sources; Formats and edits documents using word processing or desktop publishing skills to produce complex text, reports, figures, graphs, etc., according to standard Bank formats and distribution requirements; Ensures professional format/ proofreading for all documents; Ensure quality of documents requiring Country Manager's approval and/or signature;
- **Assists team or work unit by translating/ drafting** a variety of routine documents, applying effective proofreading, punctuation and grammar skills in English or other languages.
- **Handles routine correspondence independently,** screens/ distributes incoming mail; Manages the team's document production which requires keeping abreast of Bank and Regional guidelines and procedures; Liaising with counterparts, responding to their queries and data requests;
- **Tracks assigned task/ project steps/ timetables,** coordinates with relevant staff and provides assistance and/or information on project-related matters; Coordinates schedules taking priorities into account, monitors changes, and communicates the information to appropriate staff; Follows up on project related tasks and documents; Ensures proper transmittal and in a timely manner of documents;
- **Maintains up-to-date files of documents** and ensures smooth flow of information and knowledge-sharing with other support staff in the Unit;
- **Assists in preparation and logistical planning for missions, various events,** e.g. conferences, workshops, negotiations, round tables, field trips etc.; Prepares meeting agendas for visiting missions/ sets up meetings; Makes travel arrangements, arranges appointments;
- **Monitors specific activities, (i.e., task budget, etc.)** in conjunction with and under guidance from staff in a specific discipline (i.e., Resource Management, etc.) within their teams or clusters;
- **Maintains current distribution lists, phone/ address lists** of project/ product contacts, and distributes documents for the team;
- **Solves non-routine problems** (e.g., responds to requests requiring file search, etc.).
- May also be assigned responsibility for some aspects of the unit's administrative functions.
- **Provides back-up support to other support staff** as required by the work program, especially during peak periods.

#### **Selection Criteria:**

##### **Essential Specialized Skills/ Knowledge/ Competencies**

**Technology and systems knowledge** - Demonstrates advanced knowledge and experience working with Microsoft office applications (Excel, PowerPoint, Word, etc.); Has ability and willingness to maintain up-to-date knowledge and skills as technology; Ability to retrieve reference materials from various sources

**Project and task management** - Exhibits good organizational, problem-solving skills and ability to work competently with minimal supervision; Demonstrates attention to detail and quality; Has the ability to manage multiple tasks and complete tasks within agreed schedule.

**Institutional policies, processes, and procedures** - Demonstrates knowledge of own department's programs and products, knows key players, understands own role; Displays understanding of WB policies and procedures relevant to the area of assigned responsibilities and is able to apply/ implement them.

**Versatility and adaptability** - Demonstrates flexibility and is receptive to the implementation of new solutions. Is willing to stretch own capability; Demonstrates motivation to avail and adapt oneself to effecting change; Ability to make appropriate linkages in work requirements and anticipate next steps.

**Client Orientation** - Exhibits positive and professional client service attitude; is able to understand clients' needs and complete them professionally.

**Drive for Results** - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.

**Teamwork (Collaboration) and Inclusion** - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view; Ability to work effectively in a multi-cultural environment.

**Knowledge, Learning and Communication** - Has good knowledge of official unit's language(s); Able to write clearly, edit and proofread draft communications; Able to learn and share knowledge/ information across the unit; Ability to adapt to changing business needs by continuous learning/ training.

**Business Judgment and Analytical Decision Making** – Able to manage information and support retention and disposition of information and records; Can search, report, and deliver basic information from various sources and independently respond to basic requests.

#### **OTHER SELECTION CRITERIA**

- A relevant University degree
- Minimum 2 years of relevant experience
- Excellent oral and written fluency in English and Romanian (additional knowledge of other foreign language would be an advantage)
- Excellent secretarial abilities
- Availability to work 4 – 8 hours/ day
- Ability to produce high-quality work under pressure

Please send your CVs to [mdumitrascu@worldbank.org](mailto:mdumitrascu@worldbank.org) by December 16, 2014. The CV should clearly illustrate how you meet the required criteria by your past experience. No motivation letter is necessary. Only shortlisted candidates will be invited to interviews and these will be conducted on ongoing basis until the identification of a suitable candidate.

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.