

Team Assistant Position for Regional Investment Climate Assessment Project

The World Bank Turkey Country Office is seeking a Team Assistant. Qualified candidates may submit their CVs to Selma Karaman at skaraman@worldbank.org. Please note that only applications via email will be considered. The closing date is **October 31, 2014**. Only short-listed candidates will be contacted.

Background

ECA Mission, Principles and Vision

To meet demands in a rapidly changing Region, the World Bank partners with governments and other stakeholders to:

- Promote growth and create jobs;
- Encourage social inclusion and fight poverty
- Foster good governance; and
- Address global needs

The ECA Region offers customized knowledge and innovative financial products to address these challenges in a timely manner.

Our Guiding Principles

- Client centered
- Working in partnership
- Accountable for quality results
- Dedicated to financial integrity and cost-effectiveness
- Inspired and innovative

Our Core Values

- Personal honesty, integrity, commitment
- Working together in teams -- with openness and trust
- Empowering others and respecting differences
- Encouraging risk-taking and responsibility
- Enjoying our work and our families

Country Unit Context

The World Bank Office in Ankara is looking for a Short Term Temporary to carry out the full range of office and administrative support for the Turkey Regional Investment Climate Assessment Project undertaken for the Ministry of Development. The task will include managing processes and monitoring schedules related to the project's products and tasks. He or she will also be responsible for conducting all organizational and administrative works to be carried out under the project. He or she will report to Task Team Leader of the project and initially will work under close supervision and guidance. He or she will be based at least 3 workdays in the Ministry of Development and if necessary 2 days in the World

Bank Ankara Office. If necessary, the duration of base in Ministry of Development will be increased for the week days. He or she will need to coordinate extensively with service units and liaise frequently with team members both at the World Bank and the Ministry of Development, as well as external counterparts.

Duties and Accountabilities

- Provide quality administrative support to the team in preparing Bank and project-related documents; formatting and editing reports, aide memoires, letters and memos using word processing or desktop publishing skills to produce complex text, reports, figures, graphs, etc., according to the Bank guidelines and distribution requirements;
- Provide assistance to the Ministry of Development in drafting the official letters and other documents to be sent to the project parties and in preparation of EU related reporting requirements,
- Handle routine correspondence independently, screen/distribute incoming mail; manage the team's document production which requires keeping abreast of Bank and Regional guidelines and procedures;
- Make travel arrangements, arrange appointments for Team/Supervisor and coordinate schedules taking priorities into account, monitor changes, and communicate the information to appropriate staff, inside and outside the immediate work unit, including Ministry of Development officials and other project beneficiaries outside the Bank Group;
- Maintain up-to-date files of documents both in project files and in electronic filing system, and ensure smooth flow of information and knowledge-sharing with other ACS in the Unit;
- Carry out organizational and administrative works for the activities to be conducted under the project.
- Preparation of minutes of the project related meetings;
- Maintain close working relationship and dialogue with project team members
- Assist team members in day-to day implementation of the project
- Organization of seminars, training events, meetings and other project related activities

Selection Criteria

Competencies

- Tasks and Workflow Management - Has good organizational skills, and the ability to work capably in a fast-paced, deadline oriented environment, managing multiple tasks within tight deadlines.
- Transactions Processing and Quality Control - Has ability to efficiently process diverse accounting and administrative transactions in accordance to accounting/procurement policies and WB code of conduct.
- 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 technology skills .

- 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 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.
- Client Orientation (ACS) - Exhibits positive and professional client service attitude; is able to understand clients' needs and complete them professionally.
- Learning, knowledge sharing and communication (ACS) - 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.
- Business judgment and analytical decision making (ACS) - 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 inquires.
- Drive for Results - Able to take 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.

Other Selection Criteria

- A relevant Associate or University degree;
- Minimum 3 years of relevant experience and team assistant experience in at least one project (preferably -international donor funded projects, for example: EU funded projects)
- Proficiency in Turkish and English is essential;
- Experience in office management and project administration
- Excellent computer skills (MS Word, Excel, Internet, etc.).
- Excellent inter-personal and communication skills.
- Excellent organisational skills

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.