# Job description for Program Assistant for OEDFF

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Assistant</th>
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<tbody>
<tr>
<td>Network:</td>
<td>ACS</td>
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<tr>
<td>Hiring Manager Name &amp; UPI #:</td>
<td>Hervé de Villeroché – Administrateur pour la France auprès du FMI et de la Banque Mondiale</td>
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<tr>
<td>Department / Division:</td>
<td>OEDFF France</td>
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<tr>
<td>Grade:</td>
<td>A4 (FMI) puis GC (WBG)</td>
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<tr>
<td>Job Location:</td>
<td>Washington, DC</td>
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<tr>
<td>Recruitment Type:</td>
<td>□ International □ Local Recruitment</td>
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<tr>
<td>Appointment Type and date</td>
<td>Term, starting date : January, 4th 2015</td>
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<tr>
<td>Appointment Duration:</td>
<td>6 months with an IMF contract. After this period, a new 2 year contract position will be open at the World Bank for working within the same office and containing the same responsibilities. Pending positive performance.</td>
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<td>Posting Type:</td>
<td>✓ External ✓ Internal</td>
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<tr>
<td>HR Contact Name &amp; UPI #:</td>
<td>Ioulia Sauthier <a href="mailto:isauthier@imf.org">isauthier@imf.org</a></td>
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<tr>
<td>Language Preferences:</td>
<td>English &amp; French (Essential)</td>
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## Competency
Included in Selection Criteria: ✓ Yes □ No

Short listing Committee Members / One Hiring unit representative for Cluster Positions.

<table>
<thead>
<tr>
<th>Names</th>
<th>UPI #</th>
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<tbody>
<tr>
<td>Najib Miran</td>
<td></td>
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<tr>
<td>Elena Michaels, Maria LLiames</td>
<td></td>
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<tr>
<td>Herve de Villeroché</td>
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</tbody>
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Selective and competitive process:
Resume to be received before December 4th 2015, referee contacts, interview in French and English, editing English test.

Background & General Description:
Being from the Constituency country is an added advantage.

The Office of the Executive Director for France is looking for a Program Assistant with excellent administrative, organizational, and interpersonal skills.

The Executive Director's Office is a busy office, which deals with all aspects of the IMF and the Bank's work, interacts with Senior Bank/IMF Management and with other departments in the
Bank, IFC, MIGA, as well as ministries, governments, embassies and high level officials from the represented countries, representatives from the private sector, non-governmental organizations, academia, and others from the countries of the constituency.

In addition to the Executive Director, the office consists of two Alternate Executive Directors, four Senior Advisors, five Advisors, and three other ACS staff. The incumbent will be a member of a four person team supporting the Executive Director (ED), Alternate ED, Senior Advisors and Advisors.

The incumbent will report to the Secretariat General.

The position is

Roles & Responsibility:

The duties and responsibilities of this assignment include, but are not limited to the following:

- Under the guidance of the Secretariat General and Alternate Executive Directors, the Program Assistant will provide the full range of office/administrative support to the Executive Director's office including:
- Working with a high level of discretion in providing comprehensive office and administrative assistance in setting and managing priorities and the work-flow of the Alternate Executive Director, Senior Advisors, and Advisors.
- Ensures the highest level of discretion, judgment, and diplomacy in providing a wide range of support; sets priorities; manages the workflow in an efficient and organized manner.
- Prepares, processes, and handles information of a sensitive and confidential nature.
- This includes, but is not limited to, scheduling appointments and coordinating mission travel, independently resolving scheduling conflicts, screening and prioritizing incoming correspondence and monitoring activities to ensure appropriate follow-up.
- Writes at a professional level in English and French.
- The Program Assistant will independently respond, in a timely and highly professional manner, to extensive and diverse external/internal inquiries and general requests by drafting, and formatting, standard and routine correspondence, and make decisions when multiple courses of action are possible.
- Ensuring that relevant background materials are available for meetings, deadlines are met, and documents are of high quality and adhere to administrative and operational guidelines.
- Providing general research support to the Executive Director's office on a diverse range of topics. This entails independently assessing tasks, inquiries and requests, determining and finding additional information that may be required.
- Drafts letters and memoranda for final approval and signature by the Executive Director.
- Maintains and updates contact lists and the filing system.
- Prioritizing and channeling telephone calls and mail; monitoring and following-up on issues
and priorities; and ensuring that appropriate consultations take place.

- Coordinating and monitoring multiple and diverse work processes and activities, ensuring smooth operation of ongoing office administrative functions, assist in managing a roster of common service tasks performed by ACS, and monitor the timely delivery of products.
- Handling and assisting with the administrative arrangements on appointment/relocation of office staff.
- Establishing and maintaining an effective database network of contacts inside and outside the Bank and IMF, assuring continuity during periodic staff transitions.
- Editing and checking documents, statements and correspondence by the Executive Director's office staff.
- Performing ad hoc duties as may be assigned, including back-up to the other ACS staff, as required.
- Assisting to organize official events and seminars, especially during the IMF/World Bank Annual and Spring Meetings.
- Accompanies the office team to the Annual Meetings when held in member countries (once in three years); gives administrative and logistical support to the Secretariat General, to the delegations from France

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**Selection Criteria & Competencies:**

**Preferred Education/Experience:** Undergraduate Degree with 5 years of experience or equivalent combination of education and experience.

Excellent office support and organizational skills, including being proactive and demonstrating the ability to prioritize and deliver assignments in a timely manner, often under severe time pressure.

Excellent command of written and spoken English & French, including ability independently draft a variety of formal and informal correspondence; to proofread/edit materials using proper grammar, punctuation and style.

Familiarity with the constituency country is desirable.

Superior interpersonal and diplomacy skills including demonstrated ability to work in a team-oriented and multi-cultural environment.

Demonstrated ability to handle sensitive and confidential information with due discretion.

Ability to deal tactfully and discretely with high-level government officials.

High degree of judgment, tact, integrity and diplomacy, substantial expertise in dealing with confidential data and frequent sensitive and confidential information within a large international institution.
Demonstrated ability to function under time pressure and to handle multiple tasks in a fast-paced environment of changing priorities.

Proactive attitude, a self-starter, outstanding interpersonal and leadership skills and ability to work with staff at all levels (inside and outside the World Bank Group), with demonstrated ability to respond and deal effectively with diverse situations using good judgment, tact and diplomacy.

Good knowledge and understanding of administrative/operational procedures applicable to the Bank/IMF and ability to independently propose interpretation and application of such procedures.

Functional knowledge and understanding of the institution and, preferably, its priorities, policies, operational and administrative procedures, and people.

Advanced knowledge in applications such as Microsoft Office, Lotus Notes, and SAP is desirable.

Willingness and flexibility to work overtime, including weekends, if required.

**Required Competencies**

- **Technology and systems knowledge** - Exhibits excellent knowledge of Microsoft Office applications and proficiency of technology or/and systems relevant to functional area. Able to coach less experienced staff on relevant technology and systems.
- **Project and task management** - Able to undertake diverse and complex assignments with minimal supervision and resolve competing demands. Demonstrates good organizational skills, can plan and prioritize own work and work of internal clients (e.g. manage office and manager's calendars).
- **Institutional policies, processes, and procedures** - Demonstrates relevant functional knowledge and understanding of institutional priorities, policies, operational and administrative procedures, and people. Able to practically apply and guide others in policy application.
- **Institutional policies, processes, and procedures** - Demonstrates in-depth and up-to-date knowledge of administrative and policy guidelines, practices, products and services in area of assigned functional responsibility; can guide others in complex situations.
- **Demonstrates continued learning attitude**, supporting others in their learning and change management efforts.
- **Versatility and adaptability** - Demonstrates initiative and motivation to proactively learn new developments in relevant policies, procedures and technology. Is able proactively
identify, prevent and/or solve problems. Able to participate in change activities and initiatives.

- **Client Orientation** - Able to interact with clients with discretion and diplomacy. Demonstrates ability to resolve complex client related issues. Displays understanding of relevant internal and external factors and their impact to the client.
- **Drive for Results** - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.
- **Create, Apply and Share Knowledge** - Proactively and regularly shares knowledge.
- **Make Smart Decisions** - Identifies information needed to support decisions.

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