

Team Assistant

Job #:	req20764
Organization:	World Bank
Sector:	Administration/Office Support
Grade:	GB
Term Duration:	3 years 0 months
Recruitment Type:	Local Recruitment
Location:	Colombo, Sri Lanka
Required Language(s):	English
Preferred Language(s):	Sinhala/Tamil
Closing Date:	1/30/2023 (MM/DD/YYYY) at 11:59pm UTC

Description

Do you want to build a career that is truly worthwhile? The World Bank Group (WBG) is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty and promoting shared prosperity. With 189 member countries and more than 120 offices worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges. For more information, visit www.worldbank.org

The South Asia Region Context:

The South Asia Region comprises eight countries (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) that range in size from India (with a population of over 1 billion) to Maldives (with 0.3 million people). The COVID-19 pandemic has hit the region especially hard reversing years of development gains. It exposed weaknesses in public sector capabilities and set back private sector-led growth and job creation. WBG rapidly stepped in and more than doubled IDA/IBRD lending to nearly \$15 billion. The ongoing WBG portfolio commitments amount to nearly \$68 billion.

The South Asia Region: <https://www.worldbank.org/en/region/sar>

Country and Unit Context:

The World Bank has been assisting Sri Lanka in developing and delivering appropriate solutions to the country. Under the World Bank Group Country Partnership Framework (CPF) FY17-20 (which was extended till FY21), our program focuses on three areas: (i) macro-stability and competitiveness; (ii) inclusion and opportunities for all; and (iii) green growth, environmental management, and climate change adaptation and mitigation potential.

As part of the South Asia Region (SAR), the SACS Country Management Unit (CMU) is responsible for overseeing the World Bank's programs in Maldives, Nepal and Sri Lanka. The CMU is led by the Country Director based in Kathmandu, Nepal, supported by the Operations Manager (OM) in Kathmandu and the Country Program Coordinator (CPC) in Washington DC. The Sri Lanka country office in Colombo has approximately 60 staff and is headed by the Country Manager for Maldives and Sri Lanka.

The World Bank in Sri Lanka: <https://www.worldbank.org/en/country/srilanka>

Job duties & responsibilities:

The SACS CMU is looking for a qualified candidate who could provide administrative support. Successful candidates will report to the Country Manager. The Team Assistant position will focus on full range of office and administrative support work within a team, a significant part of the job entails provision of some specialized support (e.g., database management, knowledge management, task management, major event/course planning, etc.).

The team assistant will perform several functions related to the Unit's content activities, including, but not limited to:

- Provide administrative support to the Task Team Leaders (TTLs) and task teams for projects and analytical work in Sri Lanka and Maldives.
- Make arrangements for meetings, travel, visas and other logistics related to the program as required.
- Assist with the logistical organization and implementation of events related to their programs in Sri Lanka and Maldives and other countries as required. This may include compilation, preparation of written materials and arrangements with providers for a range of visual materials.
- Provide operations-related support, including processing of lending or implementation support documents, and seeking out Bank guidelines on processing these documents, including distribution lists, formatting, required documents, etc.
- Process contracts for consultants and support contract managements, including matters related to payments, contract extensions and revisions.
- Perform routine correspondence and proofreads materials using proper grammar, punctuation, and style.
- Incorporate agreed comments into documents, making full use of shared drives and software capabilities.
- Using word processing or desktop publishing skills to produce complex text, reports, figures, graphs, etc., according to the standard formats and distribution.

Support to Visiting Missions:

- Assist with visiting missions and occasional visits by Practice Manager(s) and Regional Director(s) in coordination with Task Team Leaders as needed, including scheduling meetings, and organizing transportation, or other logistical support.
- Follow up with visiting missions through on Clearance process on Mission Announcement Letters (MALs) and security clearance forms prior to giving clearance for travel.
- Update and circulate the visiting mission's calendars.

General Office Support:

- Serve as backup to colleagues as required, to contribute to the effective workflow of the office.
- Draft routine letters, memos and other internal and external correspondence as required.
- Assist in filing and archiving WB documents.
- Perform other duties as assigned by the manager.

Selection Criteria

Unit is looking for an experienced Team Assistant who meets the following criteria:

- Bachelor's degree in a relevant discipline with minimum 2 years of relevant experience.
- High organization skills with attention to details.
- Knowledge of World Bank policies and procedures and familiarity with project cycle is a plus.
- Proficiency in office information technology and programs (e.g., Word, Excel, PowerPoint).
- Excellent written and oral communication skills in English.
- Interpersonal Skills and ability to work effectively in a diverse team.

[World Bank Group Core Competencies](#)

The World Bank Group offers comprehensive benefits, including a retirement plan; medical, life and disability insurance; and paid leave, including parental leave, as well as reasonable accommodations for individuals with disabilities.

We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, race, ethnicity, sexual orientation, or disability.

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