

Terms of Reference for the Advisor in the Office of the Executive Director (ED), World Bank

Position Title: *Advisor to the World Bank Executive Director*

Place of work: *Washington D.C, USA*

Type of Contract: *Deputation*

Term/Duration: *1 year*

Background

The World Bank has 189 member countries. The Member Countries are represented in the Board of World Bank by 25 constituencies with Executive Directors located in World Bank Headquarter in Washington, D.C. Bangladesh, Bhutan, Sri Lanka, and India are represented by the Executive Director from the Government of India (Gol). All the Advisors to Executive Director in ED office are from Gol and now as per our request, Gol has agreed to provide one Advisor post to the Royal Government of Bhutan.

Job Purpose

To represent the Royal Government of Bhutan's interest in the Executive Director's office and advise the Executive Director on the priorities of the Royal Bank's support and related actions. To provide advice and assist the Executive Director and Alternate Executive Director in bringing together the various interests of all member countries in their constituency. Liaise between member countries and ED and the Board to ensure that there is effective operation of the Executive Director's Office.

The Advisor is responsible for tracking, analyzing, and providing advice on the full range of operational and policy issues of the World Bank. The Advisor appointed will be expected to deal with Bhutan and constituency member countries on diverse development and financing issues as per task assigned by the Executive Director.

Job Responsibilities

- a. Reviewing and analyzing reports and papers distributed to the Executive Director and identifying policy and other issues affecting the countries represented by the Executive Director.
- b. Day-to-day relationship management with constituency member countries as designated by the Executive Director.
- c. Contributing to the development of the World Bank Group's analytical frameworks, programs and governance issues.
- d. Preparing and supervising the preparation of summary reports on matters of interest to member countries.
- e. Prepare briefs and drafting statements for the Executive Director, or in his/her absence, for the Alternate.
- f. Participating in committees and sub-committees representing the office of Executive Director.
- g. Liaise between member countries and ED to ensure that there is effective operation of the Executive Director's Office.
- h. Responsible for dealing with Bhutan's program and visiting delegation to the WB and constituency member countries on diverse development and financing issues.

Reporting mechanism to the Royal Government of Bhutan

Submit Quarterly progress report to the Ministry of Finance, Royal Government of Bhutan through Department of Macro-Fiscal and Development Finance on

- i. Tasks or activities undertaken/completed.*
- ii. Report on matters related to economic development and finance of the Royal Government of Bhutan.*
- iii. Insights and lessons learned during the period.*
- iv. Any other tasks as intimated by the RGoB.*

Qualifications

i. Education Requirements

Minimum Qualification with a Bachelors' degree in Economics, Commerce and Finance.

ii. Other qualification

- a. The Officer should be at P1 level and above serving under MOF with minimum service of 2 years in current position.
- b. The officer should not have been previously posted on an assignment in a foreign post of the RGoB.
- c. The officer should not be on obligation after availing long term training and others.
- d. The officer should not be on study leave or Extraordinary Leave.
- e. Should demonstrate leadership potential.

iii. Relevant Work Experience

- a. Work experience in macro-economic management, economic development and finance.
- b. Work experience of 15 years and above.
- c. Experience in externally funded projects.
- d. Broad-based exposure to multi-lateral development bank policies and procedures.
- e. Excellent interpersonal skills.

