

JOB ANNOUNCEMENT - Office Assistant

Argentina, Chile, Paraguay and Uruguay Country Management Unit (LCC7 CMU) is the Department responsible for overseeing the World Bank's program in the Southern Cone, including country strategy formulation and implementation, country relations, policy dialogue, outreach and communication. LCC7C CMU is composed by a decentralized office in Buenos Aires, Argentina with the Country Director, based in the country; an Anchor Office at Head Quarters; and Country Offices in Asunción, Paraguay and Montevideo, Uruguay. Given the set up of the CMU, great communication and coordination among virtual teams working in Argentina, Head Quarters, Paraguay and Uruguay offices is required.

The Office Assistant will part of CMU front office and will provide support to different sectors according to the workload demands.

Summary of Major Job Accountabilities

Office Duties:

- Maintains up-to-date files.
- Assists assigned members with drafting of correspondence, document editing; preparation of large mailing of documents and materials, World Bank seminars and publications; and meeting/travel arrangements. Perform other ad hoc duties as requested.
- Provides Video Conference services assistance in coordination with IT team, as well as manages document camera and projector during presentations, meetings or conferences.
- Maintains an effective database of key Government officials and contacts related to the sector/projects; disseminates this information to local and HQ staff.
- Ensures that necessary office supplies are available. Determines the need for additional supplies and orders it accordingly.
- Distributes documents within the office and to government offices in the countries of our constituency in a timely manner
- In charge of prompt pick-up and distribution of daily incoming faxes/documents to Information Assistant, and/or appropriate staff. Ensures that incoming fax is complete, otherwise contacts sender for collection of missing pages.
- Coordinate office gatherings and special events.
- Assists in the neatness of office common areas, especially in tidiness of assigned areas.
- Backs-up the Receptionist during lunch/pouch preparation/filing/leave/training/after hour schedule.
- Backs-up the Team/Program Assistants during periods of heavy workload or when absent.
- Support the Front Office team members.
- Performs ad-hoc duties as requested by the Sr. Executive Assistant.

Working hours: Mon. thru Frid. From 11:00 a.m. to 7:30 p.m.

At the reception desk: 12:30 p.m./1:00 p.m. & 5-7:30 pm or whenever requested by SEA.

Work implies frequent interaction with:

- Internal Contacts: various HQ units, other CO, TMs and staff in all locations, locally and internationally.
- External Contacts: Government Officials, Consultants and External Organizations; Business Community, Media, Academia, NGOs among others.

Personal and Professional Attributes

- The selected candidate should feel comfortable working in a matrix structure in which decisions are shared with the Director and Sector Leaders, frequently in consultation with departmental staff and Task Managers.
- Easily adapting to unexpected changes in work assignments.
- Pleasant personality and strong client orientation skills.
- Proven ability to work effectively in a team-oriented and multi-cultural environment.
- Ability to follow through on commitments. Possess confidence, and seek opportunities for development.

Selection Criteria

- High School Diploma with at least 2 years of working experience.
- Excellent oral and written communications skills in English/Spanish; able to independently prepare a variety of written outputs and edit technical reports.
- Excellent administrative and organizational skills as well as attention to detail.
- Demonstrated ability to function under time pressure and handle multiple tasks in a fast-paced environment of changing priorities, with initiative and resourcefulness.
- Excellent interpersonal skills, flexibility, and ability to work in teams in a multi-cultural environment.
- Pleasant personality.
- Ability to deal tactfully and diplomatically with internal/external contacts at all levels and adapt to changing business needs by continuous learning/training.
- Recognized ability to exercise good judgment and in handling confidential and sensitive information.
- Proven knowledge of technology skills, particularly in Word, Lotus Notes, Excel, Powerpoint.
- Knowledge of Electronic filing system.
- Interest in Bank policies, procedures, operations/portfolio and activities in Argentina, Chile, Paraguay and Uruguay. Broad knowledge of the substantive functions and programs of the Country Management Unit.
- Flexibility and willingness to work overtime at short notice.
- Ability to pass World Bank tests.

If you are interested in applying, please address your application by email to:

Elizabeth A. de Lombardo: elombardo@worldbank.org

Your application should include a cover letter motivating your application and a CV in English. We would need to receive your application no later than August 18, 2009.

We will only get in touch with candidates selected for the interviews and we regret in advance that we cannot provide unsuccessful candidates with feedback.

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