

Junior professional associates (JPA)

Procurement Team at the World Bank office in Buenos Aires

Overall Work Context:

The Operational Services (OS) Department provides operational support to internal and external Clients inter-alia in the areas of procurement and financial management. Procurement services are delivered by the Regional Procurement Team (LCSPT). The Junior Professional Associate (JPA) will be part of LCSPT group that provides services to the decentralized LCC7 Country Management Unit (CMU) of the Latin American and Caribbean Region located in Buenos Aires, Argentina. The CMU is responsible for the Bank programs in Argentina, Paraguay and Uruguay, including preparation of Country Partnership Strategies (CPS), programming of lending and non-lending services, country relations, policy dialogue, business standards and getting results. Bank programs are organized around three Sectors: Sustainable Development (SD), Human Development (HD) and Poverty Reduction and Economic Management (PREM). Sectors are organized around several clusters.

LCC7 PT Scope of Work and Staffing:

The LCC7 Procurement Team (LCC7 PT): (i) works closely with clients to support the development of their public procurement systems and (ii) ensures that procurement under Bank-financed projects is conducted in accordance with loan agreements and fiduciary standards and obligations. For that purposes, LCC7 PT provides services to internal and external Clients in the CMU countries and is responsible for procurement related work concerning project preparation, implementation support and project supervision. The team is also responsible for providing procurement input to Economic and Sector Work (ESW). LCC7 PT works in close coordination with LCC7 FM, the team in charge of Financial Management for the CMU portfolio, which is also part of the OS Department.

The demand for LCC7 PT work has been consistently growing over the last years mainly due to the increase in the number and amount of the investment operations in Argentina and also to the team consistent involvement in the development and implementation of tools aimed at improving procurement supervision in the LAC Region (i.e., the SEPA) and increasing efficiency of project implementation units. LCC7 PT staffing has grown according to the workload. That is why LCC7 PT is still in the process of consolidating its internal working procedures and the team need to consolidate a few tasks and current fiduciary challenges.

LCC7 PT is currently formed by staff based in Buenos Aires: one Procurement Team Coordinator (Senior Procurement Specialist), 4 procurement specialist staff (PS), one procurement Short Term Consultant and one Junior Professional Associate (JPA).

JPA Main Duties and Accountabilities:

The JPA will work in collaboration with the decentralized procurement staff working in the Buenos Aires Country Office (LCC/ PT) and providing support to staff Procurement team in Washington DC.

The responsibilities of the JPA include a mix of the following:

1. Support the LCC7 PT in certain operational aspects,
2. Operate and keep updated LCC7 procurement information tools and systems for reporting proposes (e.g., SEPA, Procurement Post Reviews (PPRs) planning and implementation, monitoring database, tracking system, amongst others).
3. Contribute in the preparation of PPRs, giving support to the Procurement Specialist in their missions and final delivery of reports to the Task Team Leaders.
4. Provide capacity building on SEPA to Implementing Agencies and Bank Staff.
5. Provide administrative support to the LC7 PT in matters concerning travels, procurement training and seminars, participation in preparation and supervision missions, and supporting procurement consultants for organization and conducting of PPR missions.

Additionally, the JPA will provide continued support to LCC7 PT every working day from 9:00 am to 6:00 pm.

The JPA will work under the guidance of the Procurement Team Coordinator and will perform other duties as required and assigned by the Procurement Team Coordinator.

Work implies frequent interaction with:

- Internal Contacts: Bank staff in all locations, locally and internationally.
- External Contacts: Government Officials, Consultants and External Organizations; Business Community, Media, Academia, International Organizations, NGOs among others.

Selection Criteria:

- Candidate not older than 28 years upon entry on duty.
- Bachelor degree.
- 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.
- Knowledge of technology skills, particularly in Word, Excel, PowerPoint, and, ideally Lotus Notes. Full domain of Excel will be plus.
- Some knowledge of Electronic filing system.
- Flexibility and willingness to work overtime at short notice.
- 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.
- Ability to: deal sensitively and diplomatically with internal/external contacts at all levels; work independently, prioritizing work, taking initiative, and solving problems; follow through on team priorities in absence of the team leader responding to request for information; adapt to changing business needs by continuous learning/training.
- Recognized ability to exercise good judgment and in handling confidential and sensitive information.
- Interest in learning about Bank policies, procedures, operations/portfolio and activities in Argentina, Paraguay and Uruguay.

Program Description

The Junior Professional Associate Program offers recent university graduates with superior quantitative and qualitative skills the opportunity to join the World Bank for two year time period. The position is not meant to be an entry point for a career in the World Bank but rather provide recent graduates the possibility to obtain work experience in an exciting environment. Therefore, the contract will be non-renewable.

How to Apply

Interested candidates should send Curriculum Vitae, including a list of 2-3 references and a motivation letter in English, on or before **March 15th, 2012** by e-mail to efeeney@worldbank.org. This e-mail should also indicate the applicant's date of birth, academic degrees and universities attended.

In addition, applicants wishing to apply for this position will have to submit their CV electronically at the following webpage which also contains other information about the program:

<http://go.worldbank.org/ZMSUA31740>

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.