

## **Short-Term Consultant in Tokyo**

<b>Title:</b>	Short Term Consultant
<b>Job Stream:</b>	Operations
<b>Location:</b>	Tokyo, Japan
<b>Closing Date:</b>	August 14, 2017

### **Background / General description:**

International Finance Corporation (IFC), the private sector arm of the World Bank Group, is a global investor and advisor committed to promoting investments in its member developing countries that are economically beneficial, financially and commercially sound, and environmentally and socially sustainable. IFC finances private sector investments, mobilizes capital in the international financial markets, helps clients improve social and environmental sustainability, and provides advisory services to governments and businesses in the developing countries. IFC Tokyo Office: (a) conducts global business development, primarily with Japanese companies and financial institutions; (b) maintains close relationship with the Government of Japan and other associated public-sector agencies; and (c) promotes IFC among various stakeholders in Japan. IFC Tokyo Office is seeking to recruit Short-Term Consultant (STC) from September 1, 2017 to June 30, 2017 for up to 150 days. The position may be extended depending on business need and satisfactory performance.

### **Duties and Accountabilities:**

- Develop strong relationships with key stakeholders and outreach to government, bilateral agencies, development partners, civil society and others to promote ongoing engagement to ensure the IFC is positioned as a preferred strategic partner with Japan;
- Maintain a good working knowledge of current Japan investment operations and respond to queries from management and staff. Conduct research, analysis and compile information from HQ sources for the benefit of field-based teams;
- Construct and maintain reports to analyze and report on operational performance of the office, sub-region. Provide research and analytical support; prepare presentations and reports to present information and analysis to a variety of audiences as may be requested from time to time;
- Extract, manipulate and present data from internal and external databases for different audiences to a high degree of accuracy and consistency. He/she will be the 'go-to'

person for data/research for the Director. Prepare progress reports, presentations, and any other documentation or materials required for country/regional portfolio, business plans, work programs and interim reviews, etc.;

- Review and screening of relevant documents/reports for consistency with country strategies;
- Coordinate and manage large events such as senior visits and key marketing events;
- Analyzes and advises on risk identification and mitigation; monitors current events, public opinion, social and political issues, etc. related to IFC Japan activities, and helps determine strategic responses;
- Writes, edits, and disseminates routine and complex communication products (e.g., media packets, news releases, brochures, Q&As, presentations, briefing notes, online and social media content, speeches, etc.);
- Assist the Director with overall project management, planning and monitoring of deliverables to ensure timely and quality delivery of the work program; and
- Other tasks may be additionally assigned by the Director, such as: developing relationships and outreach to local and international media and other influential opinion leaders in coordination with members of the East Asia Pacific communications team to support the execution and monitoring of IFC's communication work programs in Japan.

### **Selection Criteria**

- Master's degree with 2 years of experience or Bachelor degree with 4 years of experience
- Experience with the media, the private sector (preferably in the field of finance), and development issues;
- Strong organizational, administrative, project and task management skills;
- High levels of energy and resourcefulness; problem solving and learning ability; strong attention to detail and quality;
- Outstanding inter-personal skills, judgment and discretion in handling sensitive matters;
- Advanced Word, Excel, PowerPoint and database skills;

- Excellent writing and oral communication skills; able to prepare and edit basic and complex communication products for traditional and online media in a clear, concise style, and in a timely manner.
- Ability to thrive under pressure and function effectively in a fast paced environment under tight deadlines, while working on multiple projects; and
- Excellent written and spoken English and Japanese