Human Resources Officer, Washington, DC

The International Finance Corporation (IFC), World Bank Group, promotes sustainable private sector investments in emerging markets as a way to reduce poverty and improve people’s lives. IFC applies sophisticated financial tools to finance projects that are profitable, have a positive development impact and comply with high environmental and social standards.

Investing in progress, innovation and partnership, the Corporation has strong values, unique expertise and a highly diverse, talented and committed staff of over 3,000. Headquarters are in Washington, D.C. and there are close to 100 hub and field offices around the world. The Corporation is pursuing a dynamic growth strategy and is recruiting a Human Resources Account Manager to work with HR Client Services at headquarters in Washington, D.C.

IFC’s HR Client Services are part of the Central Human Resources and Administration Department (CHA). HR Account Managers are the Business Partners to their assigned client departments. They work closely with directors and managers on issues of organizational development and change management; they participate in the development of new programs and policies and coordinate activities with colleagues in HR programs (Recruitment and Staffing, Learning, Leadership Development, Performance Management, Compensation and Benefits). On the day-to-day basis, they are the first focal point for all HR issues from recruitment to separations, including matters such as on-boarding, management and staff development, performance management, strategic staffing, compensation and benefits, learning, career counseling, succession planning, and more.

The position is based in Washington, D.C. and might involve international travel. Relocation to one of IFC’s hub offices might become a possibility at a later point in time.

The IFC offers a stimulating and challenging work environment and attractive compensation and benefits.

**Duties and Accountabilities**

Operating within the framework of the World Bank Group Human Resources policies, HR Account Managers are in charge of:

- Advising managers on HR policies and best practices, as well as on organizational development issues
- Preparing and assuring the accuracy of HR budgets of client departments
- Selection of and negotiation with final candidates
- On-boarding of new staff members
- Staff and career counseling
- Staff and succession planning
- Management of staff movements, rotations and developmental assignments
- Coaching and advising managers and staff on performance management issues
- Compensation and promotion matters
- Field office staffing matters, such as preparation of staff for field assignments and assistance in redeployment upon their return
- Terminations and separations
- Analyzing staffing mix and staffing needs with focus on the Corporation’s diversity objectives
- Work across boundaries with other units in CHR and IFC departments.
Selection Criteria

- Advanced university degree
- 8+ years of broad and in-depth HR management experience in the private sector, preferably but not necessarily in a financial or service oriented environment
- Proven track record in implementing projects in the fields of organizational development, performance management and/or change management
- Understanding of multicultural issues is essential; international experience and working abroad is a clear advantage
- Strong analytical skills
- Excellent interpersonal and team building skills as well as experience in building and sustaining good relationships at senior levels
- Strong communication skills in English (oral and written), plus a second, and preferably a third language
- A keen interest in the kind of work and mission that IFC represents is important.