

Short-Term Consultant in Tokyo

Title: Short Term Consultant

Job Stream: Investment

Location: Tokyo, Japan

Closing Date: December 12, 2014

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 developing member 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 from January 5, 2015 to March 31, 2015. The position might be extended depending on satisfactory performance.

Duties and Accountabilities:

STC works closely with IFC Tokyo Office Director and Investment Officers in the region who are responsible for business development, project design, relation management, and negotiation of the Corporation's investment projects. STC's responsibilities include:

- Conduct industry, market and company research;
- Review company, economic and financial information;
- Analyze historical and projected financial statements;
- Prepare the documents required for IFC's investments, including project proposals and term sheets, as well as presentation materials for client meetings;
- Prepare materials and presentations to promote IFC products;
- Draft briefs for high-level IFC staff;
- Select and translate IFC press release from English to Japanese;
- Review materials and presentations for Japanese investors.

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Selection Criteria:

- Bachelor Degree in economics, finance, accounting or international relations with a minimum of three-year professional experience at a top tier financial institution.
- Fluency in written and spoken English and Japanese (Minimum TOEFL CBT score of 250/IBT score of 100).
- Sound analytical and conceptual skills encompassing finance and the associated areas of financial investment, portfolio management, corporate finance and economics.
- Strong client service orientation and the ability to communicate clearly and confidently with an openness to feedback and new ideas.
- Active curiosity to learn, study and analyze unknown markets, industries and companies.
- A keen interest in development finance, corporate finance and unknown industries.
- Proven leadership and teamwork skills in a multicultural environment.
- Excellent office technology skills, particularly Outlook and MS Power Point, Excel, Word.