

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

<b>Title:</b>	Short Term Temporary
<b>Job Stream:</b>	Administration
<b>Location:</b>	Tokyo, Japan
<b>Closing Date:</b>	October 30, 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 currently seeking to recruit a Short-Term Temporary (STT) who can start immediately for a period of four months. The position may be extended depending on business need and satisfactory performance.

### **Duties and Accountabilities:**

- Provide support to staff, primarily consisting of assisting with setting up meetings, ensuring timely availability of distributing daily agenda, handling general incoming mail/telephone calls;
- Provide back-up support to the other staff as needed, including secretariat services to visiting missions from HQ (DC) and other country offices;
- Maintain office supply;
- Provide logistical support for staff travel;
- Handle IFC promotional materials in general including dissemination to clients and inventory management;
- Undertake ad hoc duties that may arise or be assigned by the staff of the Tokyo Office;
- Help arrange workshops, conferences, and ensuring that background/briefing/presentation materials are provided in a timely manner; and

- Review translated IFC press releases, publications, and power point presentations.

### **Selection Criteria**

- Bachelor's degree with 3 years of experience in the related field
- Strong organizational, administrative, 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, and PowerPoint; and
- Excellent written and spoken English and Japanese