

IFC—a member of the World Bank Group—is the largest global development institution focused on the private sector in emerging markets. We work in more than 100 countries, using our capital, expertise, and influence to create markets and opportunities in developing countries. In fiscal year 2022, IFC committed a record \$32.8 billion to private companies and financial institutions in developing countries, leveraging the power of the private sector to end extreme poverty and boost shared prosperity as economies grapple with the impacts of the COVID-19 pandemic. For more information, visit [www.ifc.org](http://www.ifc.org)

IFC Tokyo office is seeking to recruit an Short Term Temporary staff (STT) to assist in the country activities of the IFC. STT carries out a full range of office support work, including supporting processes and monitoring schedules related to their team's/unit's products and tasks. STT coordinates extensively with service units and liaises frequently with team members both at headquarters and in the field, as well as external counterparts. STT may also be assigned responsibility for some aspect of the unit's administrative functions. The position will report to the Director of IFC Japan who will provide supervision and guidance. The assignment starts in March and ends in December 2023.

### **Role & Responsibilities:**

STT will provide a wide range of administrative support to the Unit/Team. Her/his duties and responsibilities will include, but not limited to, the following:

- Providing full logistical and secretarial support to business related activities, including: (i) arranging travel schedule; (ii) organizing meetings/events/workshops/webinars, (iii) coordinating schedules taking priorities into account, monitoring and communicating changes and other information to the appropriate staff, inside and outside the immediate work unit, including IFC stakeholders, (iv) maintaining up-to-date work unit project and other files (both paper and electronic) and (v) translating/drafting a variety of routine documents, applying effective proofreading and grammar skills in English and Japanese.; and assisting in preparation of various presentation materials in power point.
- Providing assistance in the implementation of the unit's work program, including some specialized support in a specific area, e.g., task management, database management, editorial assistance, procurement, etc.
- Assisting Managers/Transaction Leaders in managing stakeholder relationships, which includes both internal and external IFC clients.
- Assisting clients and partners in implementation of marketing and communications plans/ strategies for Program. eg) IFC Japan brochure.
- Identifying and resolving diverse issues/problems as they arise, which often requires interpretation of existing procedures and processes and independently determining an appropriate application.
- Serving as an information resource on status of project/products (e.g. procurement, contract management, portfolio monitoring & reporting) and drafting a variety of correspondence.
- Undertaking ad hoc inquiries in standard and non-standard databases. Retrieving, maintaining, and presenting data.

- Suggesting ways to enhance work organization and effectiveness.
- Working closely with other ACS staff in the office and providing back-up support to other assistants.

**Qualifications:**

- Ideally a Bachelor's degree with at least 5 years of relevant experience, preferably in the private sector.
- Excellent written communication skills, ability to draft a variety of correspondence and edit materials independently.
- Experienced working within tight deadlines and under pressure; flexibility to work overtime during peak periods on a short notice.
- Demonstrated capacity to multitask and prioritize workload, work with minimal supervision with initiative and resourcefulness. Ability to follow through team's priorities and respond to requests for information in a timely manner.
- Excellent time management and organizational skills. Ability to demonstrate good judgment, tact and high level of discretion in dealing with confidential and sensitive matters.
- Outstanding interpersonal skills and sound judgment to effectively deal with staff at all levels.
- Full proficiency in Japanese and English, both written and spoken.
- Proficiency and prior experience in MS Office: Excel, Word, PowerPoint and Outlook.