

Job announcement

Job Title:	Resource Management Officer
Number of Positions:	1
Department / Division:	BPSES
Grade:	GF
Vacancy Type: (Non-Managerial, Administrative/Office Support, Developmental Assignment)	Non-Managerial
Job Location:	Kabul
Recruitment Type:	<input type="checkbox"/> International <input checked="" type="checkbox"/> Local Recruitment
Appointment Type:	Term
Appointment Duration:	3 years
Posting Duration:	2 weeks
Posting Type:	<input checked="" type="checkbox"/> External <input type="checkbox"/> Internal
Language Preferences:	English [Essential], Pashto [Essential], Dari [Essential]

Background & General Description:

World Bank Group Context

The World Bank Group is a unique global partnership: five institutions working for sustainable solutions that reduce poverty and build shared prosperity in developing countries.

The World Bank Group has set two goals for the world to achieve by 2030:

- End extreme poverty by decreasing the percentage of people living on less than \$1.90 a day to no more than 3%
- Promote shared prosperity by fostering the income growth of the bottom 40% for every country

The World Bank is a vital source of financial and technical assistance to developing countries around the world.

Established in 1944, the World Bank Group is headquartered in Washington, D.C. With 189-member countries it has more than 10,000 employees in more than 120 offices worldwide.

The WBG consists of five specialized institutions: The International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), the International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), and the International Centre for the Settlement of Investment Disputes (ICSID).

The World Bank operates under the leadership and direction of the president and organizational units responsible for regions, sectors, and general management.

Unit Context:

The Resource Management Officer' (RMO) position is located in the Kabul, Afghanistan Office. The position is part of the Budget, Performance Review and Strategic Planning (BPS) unit of the Bank, and in particular the BPS team supporting the East Asia Pacific and South Asia Regions (BPSES). BPSES is responsible for business planning, budgeting, work programming, and financial reporting for programs in both regions. In addition, BPSES staff in Country Offices like Kabul perform accounting, payment processing, cash management and administration functions related to the country program. Overall, BPSES ensures that each department maintains cost efficiency and effective controls over all financial transactions.

The RMO will work independently on diverse and complex issues, reporting to the BPSES Chief Administrative Officer (CAO) based in Washington D.C. The position has responsibility for effective financial management, including resource allocation for the Afghanistan country program. The RMO has significant functional responsibilities with respect to: (i) integrating a complex range of topics e.g. business planning, financial management of Bank and Trust Fund (TF) resources, operational performance indicators, maintaining cost effectiveness and internal controls, and (ii) independently analyzing and communicating findings directly to management. The RMO will be the focal point on resource management, accounting, internal controls, and some general administration functions performed by the RM team in the Kabul country office.

The RMO is expected to be innovative and deliver quality work, striking a balance between RM technical excellence and client focus. The incumbent must have strong teamwork skills within and outside the unit, and the ability to work independently on RM tasks with other members of the broader RM team. Initiative and excellent communications skills, both written and verbal, and interpersonal skills are a must.

Note: If the selected candidate is a current Bank Group staff member with a Regular or Open-Ended appointment, s/he will retain his/her Regular or Open-Ended appointment. Others will be appointed a Term appointment of 3 years duration.

The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are equally encouraged to apply. All applications will be treated in the strictest confidence.

Roles & Responsibility:

Financial Management of Country Office Work Program and Resources.

- **Accountability:** Under the general direction of the CAO, responsible for the effective work program resource management and financial management in the country office. Oversees the country office accounting function, including preparation of Monthly Submission Report, commercial bank account reconciliation, petty cash replenishment.
- **Integration:** Responsible for the integration of diverse of complex range of topics – country office strategy, inputs, business plans, financial management of Bank and TF resources, performance indicators, cost effectiveness, internal controls, into a single resource management work program for the country office.
- **Business planning and Indicators:** Provides effective support and guidance to the country office management team and other RM staff on agreed processes, and develops guidelines and instructions for the preparation of the work programming and budget exercise; Assists with (or, in some cases takes responsibility for) overseeing and coordinating the preparation of the budget formulation (BB, TFs and other cost-share/revenue resources) and review by advising on resource allocation and reallocations for management decisions; Develops long-term expense plans linked to country strategy, work program and resource planning;
- **Monitoring:** Monitors implementation of work program and budget through regular and timely reviews; provides oversight and effective reports for the monitoring of plans and programs dealing with all aspects of resource management (e.g. budget, staffing, space, depreciation, etc.); Ensures that planned work program/budget deliverables are compatible with institutional and regional work priorities, objectives and guidelines.

- **Cost Analysis and Effectiveness:** Compiles and analyzes cost data at the country office level, measuring effectiveness and proposing solutions as needed; Undertakes comparison of costs among different providers, seeking the best value for the Bank; Monitors and refines work program efficiency parameters; Analyzes impact on cost effectiveness and provides advice and solutions required; Interpret complex reports for management highlighting key messages to influence change.

- **Cash Balance:** Ensures that unit has optimum cash balance in commercial bank. Reviews cash flow projections. Reviews accounting transactions, reconciliation reports, open-item reports, monthly accounting reports, scorecards, quality assurance reports.

- **Payments:** Reviews calculations and payments processed through for the country office against all expense categories, for IBRD and IFC (when applicable).

Financial Control and Fiduciary Responsibilities:

- Supports internal controls framework of financial transactions and business operations to ensure financial integrity is maintained, including review of effectiveness of the internal control systems and monitoring, and providing advice for strengthening the framework.

- Works with the Country Director and Operations Manager to ensure a strong control environment in the office.

- Provides guidance, advice, interpretation and recommendations to the Country Director, Operations Manager and staff on RM policies and procedures.

- Ensures that audit and quality assurance review recommendations are implemented.

- Oversees preparation of Accounting Scorecard responses and implement recommendations.

- Ensures consistency in the application of accounting rules and procedures, including safeguarding of cash and checks.

Team Lead Role:

- Coaches and mentors new recruits in overall RM tasks and institutional policies and procedures.

- Guides and supervises other RM and administrative staff on agreed processes.

- Exercises significant team leadership, encourages and promotes team spirit within the RM team and coaches junior RM and administrative staff.

General Administration

- Ensure that Bank's assets and inventories are appropriately recorded and safeguarded

- Help in development of administrative policies and practices in consultation with other units for the efficient and effective operation of the country office

- Liaise with local commercial house bank

- Ensure compliance with specific institutional and regional guidelines

Reporting and Communicating and Liaison:

- Compiles complex ad-hoc reports for country office management.

- Proactively establishes and maintains interface with the client, providing high caliber support and reliable information. Participates in management team meetings.

- Organizes and monitors work of RM Assistant.

- Ensures effective back-up arrangement and timely submission of tasks/outputs.

- Provides support to managers and staff in accessing standard management reports available in Portal, SAP and other information systems.

Other Duties and Responsibilities:

- Maintain PeopleSoft with particular focus on financial assistance and International staff housing modules

- Communicate staff rules and procedures to all staff on a regular basis

- Maintain interaction with suppliers to enhance purchasing conditions.

- Provide advice on administrative procurement and attend review meetings of the Administrative Procurement Review Committee in the country office.

- Liaise with human resources team

Selection Criteria & Competencies:

Technical Competencies:

- **Statutory and other stakeholder reporting:** Has a good understanding of financial statements and stakeholder reports and can explain trends, drivers and variances to others (either for statutory purposes or other stakeholders, such as TF donors).

- **Planning and budgeting:** Able to coordinate work program and budget planning, formulation, allocation processes (including WPAs where applicable), and monitoring and management reporting at the department level. Able to ensure timely submission in accordance with VPU deadlines. Able to monitor the funding position of the unit and liaise with senior staff on addressing funding issues and provide advice to unit management team, leading on corrective action to cover funding gaps and/or invest surplus funds (where applicable).

- **Performance evaluation and reporting:** Able to analyze and interpret reports and draw meaningful conclusions with respect to performance against strategic and operational priorities.

- **Integrity and independence:** Interprets information in an objective manner, exercising professional skepticism and critical thinking. Disseminates information with due attention to potential issues of confidentiality and disclosure.

- **Internal control and corporate procedures:** Able to evaluate and ensure the consistency of specific policies and procedures with the entity's stated mission, strategies and practices. Can identify deficiencies and analyze controls, policies, procedures and corporate guidelines, alerting and informing the appropriate channels to review and take corrective action.

Core Competencies:

Lead and Innovate: Innovative, lead and take initiative, adapt.

- **Create, apply and Share Knowledge:** Share expertise & learning, develop self & others, and expand networks.

- **Deliver Results for Clients:** Achieve impactful results, focus on client, take ownership/be accountable.

- **Collaborate within Teams and Across Boundaries:** Work collaboratively, be inclusive, exhibit corporate citizenship.

- **Make Smart Decisions:** Use analysis & judgment, take risks, and make timely decisions.

Minimum Education/Experience

- Master's Degree in Accounting, Business, Finance, or other relevant discipline required to fulfill position specific requirements (e.g. Economics, Public Administration, etc.) OR Bachelor's Degree plus an internationally recognized professional accounting qualification (e.g. CPA, CA, ACCA, CGMA).

- Minimum five years relevant experience.

Screening Questions for External Posting:

Please use the same template and provide close-ended questions only.

- 1.) Do you have a Master's degree in Accounting, Business, Finance or a professional accounting qualification (e.g. CPA, CA, ACCA, CIMA)?
- 2.) Do you have at least 5 years of work experience in areas of accounting, business, finance?
- 3.) Are you fluent in Dari, Pashto and English languages?