

## **TORs – STT, Japan Office (MIGAH Region)**

<b>Organization:</b>	MIGA
<b>Recruitment Type:</b>	Local Recruitment
<b>Grade:</b>	STT
<b>Term Duration:</b>	March 30 to June 30*, 2023 (*May be renewed upon mutual agreement and based on satisfactory work.)
<b>Location:</b>	Tokyo, Japan
<b>Required Language(s):</b>	English, Japanese

### **Background**

The World Bank Group (WBG) is one of the world's largest sources of funding and knowledge for development solutions. 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 Multilateral Investment Guarantee Agency (MIGA) promotes foreign direct investment into developing countries to help end extreme poverty and boost share prosperity. We do that through the provision of political risk insurance and credit enhancement to investors and lenders against losses caused by noncommercial risks.

For more information, visit [www.miga.org](http://www.miga.org).

MIGA Japan Office, as part of Operations Department (MIGOP), is currently looking for a candidate to work as Administrative Assistant on a short-term temporary (STT) contract to provide administrative support to its Business Unit based in Tokyo. The STT will report to the Head of Japan and have a secondary reporting relationship to other MIGA staff at Tokyo office.

### **Responsibilities**

- Provide full administrative support to the Japan office; co-managing the calendar and work priorities.
- Arrange meetings, workshops and events and draft meeting minutes for the business unit, and handle logistics including sending invitations/announcements, distributing meeting materials, booking conference rooms, setting up VCs, requesting AV equipment, and catering (if needed)
- Assist with the preparation of presentation materials, perform ad-hoc research, and produce complex text, reports, figures, graphs, etc., including pipeline reports.
- Maintain and update contact database through scanning meeting material and business cards.
- Exercise a quality enhancement function for project and other documents by ensuring adherence to departmental and institutional guidelines.
- Update MIGA Japan office Website including constant translation of press release, publications, Blogs and Annual Report.
- Provide support for mission travel: arranging flights, hotels, local transport, and travel visas.
- Organize/coordinate mission schedules: collaborate with public and private sector counterparts, World Bank country offices, to set up meeting schedules and to organize logistics for visiting MIGA missions.
- Prepare routine correspondence, standard MIGA documents, and proofread materials using proper grammar, punctuation, and style; to include preparation of documents packages for required internal clearances.

- Perform ad hoc inquiries in standard and non-standard databases, retrieving, manipulating, and presenting data.
- Work cooperatively with other units in MIGA, participate in team meetings and contribute to operational improvements.
- Administer and maintain relevant data and Sharepoint filing systems for project and related activities including a monitoring and tracking system for aspects of the work program.
- Identify and resolve diverse issues/problems as they arise and be able to interpret existing procedures and processes and independently determine the appropriate application.
- Provide back-up to other teams as needed.

### **Selection criteria**

- Bachelor's degree with 5 years of relevant experience, preferably including a finance related sector.
- Ability to work with a wide range of stakeholders including clients in the government, private sector and civil society, development partners and Bank staff.
- In-depth knowledge of Microsoft Office applications and proficiency of technology or/and systems relevant to functional area. Able to coach less experienced staff on relevant technology and systems.
- Good written and verbal communication skills in English.
- Willingness to take up additional ad-hoc responsibilities other than duties directly related to this position whenever needed.
- Technology and systems knowledge - Demonstrates advanced knowledge and experience working with Microsoft office applications (Excel, PowerPoint, Word, etc.). Has ability and willingness to maintain up-to-date knowledge and skills as technology and workflow change.
- Project and task management - Demonstrates good organizational skills, and ability to work capably with minimal supervision in a fast-paced and deadline-oriented environment; can identify and resolve routine and non-routine issues. Able to stay organized, calm, and constructive in stressful situations. Able to select task and project delivery process and schedule, can manage multiple tasks within tight deadlines; demonstrates willingness to do what it takes to get a task completed within the agreed schedule. Demonstrates orientation to detail and quality; able to independently conduct quality control of own work (review for accuracy, fulfillment of relevant requirements, etc.)
- Displays good understanding of Japanese private sector's market relevant to the area of assigned responsibilities and can apply and implement them with minimal supervision.
- Versatility and adaptability - Demonstrates flexibility and is receptive to new solutions. Demonstrates willingness to avail and adapt oneself to effecting change. Demonstrates willingness to undertake tasks that stretch his or her capability.

Please review [World Bank Group Core Competencies](#)