

TERMS OF REFERENCE

Policy officer

PARLIAMENTARY NETWORK ON THE WORLD BANK

Background

Initiated in 2000 by a group of parliamentarians and the European office of the World Bank, the Parliamentary Network on the World Bank (PNoWB) is an independent and non-partisan network of parliamentarians from developed and developing countries interested in development. Its mission is to mobilize parliamentarians in the fight against global poverty, promote transparency and accountability in international development and offer a platform for policy dialogue between the World Bank and parliamentarians.

The PNoWB has since established itself as a non-profit organization led by an elected board of twelve MPs. The Board is assisted by the PNoWB Secretariat, which currently consists of a coordinator. However, the secretariat will expand to 3 people in 2009 (head of Secretariat, policy officer, administrative assistant). For 2010, it is expected that the secretariat will consist of at least 4 people (including a person dealing with PNoWB chapters).

The Secretariat organizes PNoWB Annual Conference, which is the flagship event of the Network. The World Bank supports PNoWB on the organization of this main parliamentary event. Every year, the annual gathering brings together about 150 MPs with development leaders, such as the heads of the World Bank, IMF, and the WTO, and heads of state to identify what parliamentarians can do to promote action on pressing development and global issues. Representatives from the private sector, inter-parliamentary organizations, media and civil society also attend along with senior Bank staff. Additional information available at <http://www.pnowb.org>.

Duties & Accountabilities

The incumbent will be part of the PNoWB Secretariat and will report to the PNoWB Head of Secretariat. His/her principal accountabilities will be as follows:

- Plan, develop and implement PNoWB policies and goals.
- Monitor PNoWB work and identify relevant emerging trends related to international development and the Millennium Development Goals.
- Perform in-depth reviews and analysis of issues, recommend major policy proposals and provide assessment of their potential impact for PNoWB board.
- Define the content of the annual conference with the board and help draft conference documents and reports.
- Ensure close contact and take responsibility to the internal stakeholders of the PNoWB, ie the Chair, board members and representatives of regional chapters.
- Assist with the organization of PNoWB Field Visits
- Support policy needs of PNoWB chapters' working groups and committees.
- Active participation to PNoWB's public affairs and outreach strategy towards external stakeholders including World Bank senior staff and representatives.

- Develop PNoWB positions and influence external partners.
- Analyze other key stakeholders' positions and assess the impact for PNoWB.
- Be prepared to travel and to work long and unsocial hours when needed.
- Perform other duties as required.

Selection Criteria

- Fluency in English and French with excellent drafting skills in both languages.
- Master's Degree (or equivalent) in political science, international relations or economy.
- At least five years of relevant work experience, preferably with Parliaments and/or NGOs.
- Self-starter personality; willing and able to work effectively under pressure and as part of a small team in a multicultural environment.
- Effective communication and networking abilities.
- Excellent organizational skills coupled with a strong drive for results and an excellent sense of client orientation.
- Established record of reliability and strong sense of responsibility; mature and flexible personality.
- Proven proficiency using standard software packages (Word, Excel, Powerpoint...).

Location

Paris.

Start date

April 2009.

Send application (motivation letter, curriculum-vitae and references) by 7 April 2009 at secretariat@pnowb.org with reference "PNOWB POLOF" in subject line.