

Donor Funded Staffing Program

TOR No:	<u>2024-006</u>
Title:	HR Business Partner
Grade:	GF
Division/VPU:	People and Culture Client Services (PACCS/PACVP)
Duty Location:	Washington, D.C
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

In positioning the World Bank (WB) as an employer of choice and leader within the development community and to better respond to the diversified needs of the organization's shareholders and staff, the People and Culture Vice Presidency (PAC VPU) has transformed its delivery model into the following pillars:

- Client Services Department that incorporates an end-to-end staffing model and supports the implementation of Human Resource (HR) plans and processes. Under a federal model of delivery, the Bank (International Bank for Reconstruction and Development, International Development Association, and the Multilateral Investment Guarantee Agency) and the International Finance Corporation (IFC) will each be supported by a Client Services Department for their respective organizations.
- Employment Policy, Compensation and Systems Department that provides an integrated approach to managing employment policy and staff rules, driving compensation and benefit programs, and supporting service solutions, systems, and analytics.
- Performance, Career and Learning Department that brings together the entire talent management life cycle to maximize and leverage innovative solutions and strategies for increasing the WB's organizational and individual performance and capabilities.

The PAC Client Service team is seeking to recruit HR business partners to provide high-level strategic support to client teams. In addition to a dedicated client portfolio of a regional team and/or Global Practice departments and Talent Boards, the incumbent will work closely with the Senior HRBPs and/or HR Analysts to support the regional management team and/or Global Leadership, the Talent Management teams (Talent boards and councils).

DUTIES AND RESPONSIBILITIES

Planning and Analytics, and Work Force Management:

- Proactively use HR analytics to understand the staffing trends in the client area.
- Advise and assist managers in workforce planning, taking into account existing and anticipated work requirements and institutional goals/objectives, e.g., analyze and advise on appropriate staffing levels, skill mix, and workforce diversity that corresponds to work program requirements

and advances corporate goals, including support to job definition and selection of candidates, staff reassignment, mobility issues, and exit strategies and processes.

- Understand the business model of the client and ability to assist the client managers in identifying the emerging HR implications for their workforce.

Management of Performance and Development

- Support client managers and staff in proactive talent and performance management throughout the year; Advise client managers on talent identification and career development options.
- Advise managers and staff on effective career and performance management, and take the lead in identifying, assessing, and resolving issues, problems, and conflicts, including managing complex cases (performance, etc), drawing on other World Bank resources as appropriate.

Organizational Effectiveness/Business Consulting

- Advise and support in the design and implementation of organizational effectiveness interventions, facilitation, development, and management of high-performing teams.
- Mobilize resources from the HR Team and other units within the World Bank Group HR Function, as required, to support effective HR management in the client area.
- Participate as a team member on HR projects, working groups, task forces, etc. in the client area and/or at the corporate level.
- Contribute to the implementation of the corporate HR agenda.

Policy Advice:

- Advise staff and managers on HR policies and practices. Provide strategic advice to develop innovative HR solutions to complex problems using judgment and HR resources, as appropriate.
- Contribute to policy development by actively working with the Policy Unit on the need to adjust policy and by contributing to policy reviews.

Note:

The selected candidate will not be assigned to programs involving their own government such as donor coordination and trust fund management.

SELECTION CRITERIA

The successful candidate should possess a master's degree in HR or related field and have a minimum of five (5) years' experience in HR. Prior experience in recruitment, training, performance management, management coaching, and HR consulting is desirable.

- Sound knowledge of general HR policies, processes, and systems with demonstrated analytical skills.
- Proven ability to identify and implement business-related HR interventions, and ability to maximize the value-added resources available within HRS to provide high-quality client services.
- Professional integrity, willingness, and flexibility to "roll-up your sleeves" to engage in all aspects of HR work from identification and design to implementation.
- Excellent team skills, ability to collaborate and share knowledge across boundaries and at all levels.
- Demonstrated excellent written and oral English communication and conflict resolution skills,
- Ability to create trusting working relationships/partnerships within and across units.
- Strong organizational, research, and oral presentation skills with proficient MS Office skills.
- Proven ability to work in a team and intercultural environment with minimal supervision.
- Additional desirable language skills: Arabic, Chinese, French, Portuguese, Russian and Spanish.

- Enthusiasm for, and commitment to development work.