



Organization:	World Bank
Sector:	Administration/Office Support
Recruitment Type:	Local Recruitment
Department/Division:	World Bank Office: Georgetown, Guyana (LCCGY)
Grade:	ET1
Location:	Georgetown, Guyana
Term Duration:	1 year 0 months
Hire Type:	E T Consultant/E T Temporary
Required Language(s):	English
Preferred Language(s):	
Closing Date:	8/19/2022 (MM/DD/YYYY) at 11:59pm UTC

Description

The World Bank Group (WBG) serves 30 client countries in the Latin America and the Caribbean Region (LCR). Clients range from large sophisticated middle-income clients to IDA countries to small Caribbean states to one fragile state. Despite immense resources, dynamic societies, and an average annual per capita income of about \$4,000, deep inequalities persist in most LCR countries, with nearly a quarter of the Region's people living in poverty. The Bank's strategy in LCR is focused on five pillars: (a) stimulating growth and improving competitiveness; (b) reducing poverty and inequality; (c) making governments and institutions work for people; (d) providing a platform for tackling global issues (climate change, trade, disease, migration), and (e) reducing risk, whether from extreme weather events, climate change, crime and violence or others.

The WBG program in Guyana is managed out of the office in Georgetown, Guyana. The office also covers the WBG program in Suriname.

The World Bank Office in Georgetown, Guyana, is seeking a highly organized and energized team player, capable of operating effectively and discreetly in a very demanding and culturally diverse environment. Under the leadership of the Resident Representative, based in the Guyana Office, the selected candidate will provide a range of transport and facilities related support services. He/She should be a team player who is adaptable to changing business needs, have excellent interpersonal skills, and have a proactive approach to his/her duties.

Under the supervision of the Country Program Assistant, the Driver/Facilities Assistant will be responsible for the following duties:



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Roles/Responsibilities:

Office Transport Duties

- Drive the Resident Representative and Country Office Staff to and from meetings, field trips, airport and other official engagements.
- Meet official personnel at the airport and facilitate immigration and customs formalities as required.
- Deliver and collect mail and other items for the office and assist in making purchases and deposits for the office.
- Perform periodic maintenance of the office vehicle including checks for oil, water, battery, brakes and tires. Where servicing or repairs are required, coordinate with the Country Program/Team Assistant to facilitate.
- Ensure that all vehicle documentation is kept up to date including road service license, fitness, insurance, etc. and copies should be kept in the vehicle.
- Ensure that the vehicle is kept clean and free from damage. Operate vehicle safely and responsibly at all times.
- Follow-up with security escort service for airport transportation when required.
- Keep a weekly vehicle log as per the office template. The log shall be submitted weekly to the Country Program Assistant for signature and sent to the Resource Management Officer.
- In the event of accident, follow local laws and World Bank procedures for accident reporting. The Resident Representative and Security Focal Point should be notified as soon as possible.

Facilities Assistance

- Ensure the compound and facilities are maintained and in working condition following office procedures for engaging vendors. Activities include ensuring AC units are serviced, generator is fueled, and water purification system, water pumps, fire equipment, plumbing, safety and security systems are in working order.
- Schedule maintenance services based on service standards with the Administrative & Client Support team.
- Supervise the handyman in undertaking duties around the premises including landscaping.
- Support the office's inventory exercises including disposal.
- Assist with some of the office's document handling, including photocopying, binding and filing, as needed.



Information Technology

- Provide support to local WB staff with the application of IT systems and functions which are managed out of Washington DC and Jamaica.
- Under the guidance of ITS colleagues, monitor and troubleshoot systems issues.
- Ensure security and efficiency of IT infrastructure and highlight any issues to the IT Personnel.
- Support office staff with the deployment and application of new World Bank technologies and systems.
- Any other duties that may be assigned from time to time.

Selection Criteria

- * A valid national driver's license with a minimum MC, MV class of license.
- * A clean driving record and minimum five (5) years driving experience.
- * A valid police clearance.
- * Good knowledge of roadways and traffic regulations.
- * Good English language skills both verbal and written.
- * Computer skills including proficiency in MS Word and Excel.
- * Moderate electrical and mechanical skill level.
- * Ability to work adjusted schedules and overtime when necessary, including evenings and weekends.
- * Good physical condition and be able to perform duties requiring strength and endurance including lifting and basic mechanical and property management activities.
- * Prior experience working with international agencies is an advantage.
- * Prior security and safety training is an advantage.

Applications must be submitted via:

<https://worldbankgroup.csod.com/ats/careersite/JobDetails.aspx?id=18669&site=1>

World Bank Group Core Competencies

We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, race, ethnicity, sexual orientation, or disability.

Note: The selected candidate will be offered a one-year appointment, renewable for an additional one year, at the discretion of the World Bank Group, and subject to a lifetime maximum ET Appointment of two years. If an ET appointment ends before a full year, it is considered as a full year toward the lifetime maximum. Former and current ET staff who have completed all or any portion of their second-year ET appointment are not eligible for future ET appointments.