

Short-Term Consultant in Tokyo

Title:	Short Term Consultant
Job Stream:	Operations
Location:	Tokyo, Japan
Closing Date:	April 20, 2025

Background / General description:

IFC — a member of the World Bank Group — is the largest global development institution focused on the private sector in emerging markets. We work in more than 100 countries, using our capital, expertise, and influence to create markets and opportunities. Our mission is to leverage the power of the private sector to end extreme poverty and boost shared prosperity on a livable planet. For more information, visit www.ifc.org. IFC Tokyo Office: (a) conducts global business development, primarily with Japanese companies and financial institutions; (b) maintains close relationship with the Government of Japan and other associated public-sector agencies; and (c) promotes IFC among various stakeholders in Japan. IFC Tokyo Office is seeking to recruit Short-Term Consultant (STC). The position may be extended depending on business need and satisfactory performance.

Duties and Accountabilities:

- Develop strong relationships with key stakeholders and outreach to governmental agencies, development partners, civil society and others to promote ongoing engagement to ensure the IFC is positioned as a preferred strategic partner with Japan;
- Maintain a good working knowledge of current Japan-related overseas investment operations and support investment operations including Tokyo Office. Conduct research, analysis and compile information from HQ sources for the benefit of field-based teams;
- Construct and maintain reports to analyze and report on operational performance of the office, sub-region. Provide research and analytical support; prepare presentations and reports to present information and analysis to a variety of audiences as may be requested from time to time;
- Extract, manipulate and present data from internal and external databases for different audiences to a high degree of accuracy and consistency. He/she will be the ‘go-to’ person for data/research for the Director. Prepare progress reports, presentations, and any other documentation or materials required for country/regional portfolio, business plans, work programs and interim reviews, etc.;
- Review and screening of relevant documents/reports for consistency with country strategies;

- Coordinate and manage large events such as senior visits and key marketing events;
- Analyzes and advises on risk identification and mitigation; monitors current events, public opinion, social and political issues, etc. related to IFC Japan activities, and helps determine strategic responses;
- Writes, edits, and disseminates routine and complex communication products (e.g., media packets, news releases, brochures, Q&As, presentations, briefing notes, online and social media content, speeches, etc.);
- Assist the Director with overall project management, planning and monitoring of deliverables to ensure timely and quality delivery of the work program; and
- Support Business Development efforts and Investment Process in IFC Tokyo office with Japanese clients and by coordinating with other Development Finance Institutions and internal colleagues across IFC.

Selection Criteria

- Master's degree with 2 years of experience or Bachelor degree with 4 years of experience
- Experience with the development institution, and/or the private sector (preferably in the field of development finance)
- Strong organizational, administrative, project and task management skills;
- High levels of energy and resourcefulness; problem solving and learning ability; strong attention to detail and quality;
- Outstanding inter-personal skills, judgment and discretion in handling sensitive matters;
- Experience in business development and possess client management skills;
- Basic understanding of analyzing financial statements, understand broad market industry trends both in Japan and Emerging Markets;
- Advanced Word, Excel, PowerPoint and database skills;
- Excellent writing and oral communication skills; able to prepare and edit basic and complex communication products for traditional and online media in a clear, concise style, and in a timely manner.
- Ability to thrive under pressure and function effectively in a fast paced environment under tight deadlines, while working on multiple projects; and
- Excellent written and spoken English and Japanese