

General Manager, Budget and Administrative Services Department

Executive position

The Inter-American Development Bank (IDB) is **devoted to improving lives**. Established in 1959, it is the largest and leading source of financing for economic, social, and institutional development in Latin America and the Caribbean (LAC). In addition to lending, the IDB partners with its 48 member countries to provide LAC with cutting-edge research on relevant development issues, policy advice to inform decisions, and technical assistance to improve the planning and execution of projects. The Budget and Administrative Services Department (BDA) serves the IDB Group, which includes the IDB, the Inter-American Investment Corporation (IIC/"IDB Invest") which is committed to development through the private sector, and the Multilateral Investment Fund ("IDB Lab"), an innovation lab for the Group.

The **Budget and Administrative Services Department (BDA)** is responsible for providing Senior Management and the Board of Executive Directors information on performance and resource allocation in order to inform and enhance decision-making, and for the administration of a wide array of corporate services including real estate administration, security, corporate procurement, records management, travel, general services, and the corporate sustainability program. The Department is the focal point for strategic budget formulation, approval, execution, and evaluation within the scope of its Results-Based Budgeting (RBB) Framework, and for ensuring the most efficient and cost-effective delivery of these corporate services. Working with Bank Management and within the scope of the Bank's Institutional Strategy and Corporate Results Framework, the General Manager leads the IDB through its comprehensive RBB Framework to monitor, on an ongoing basis, the flow of administrative and capital budget resources within the Bank and the effectiveness of their use in achieving agreed results, in line with the annual operational and organizational RBB performance indicators and metrics.

BDA is made up of 2 Divisions, the Budget Division & the Administrative Services, Security, and Corporate Procurement Division (which has 4 areas reporting to it: Administration of Corporate Real Estate Unit; Corporate Procurement and Contracts Section; Travel, Security, and General Services Section; and Records Management Section).

Recent enhancements and strategic projects include working to strengthen the alignment between the Institutional Strategy, Corporate Results Framework, RBB, business plans, and individual work plans; developing, together with the Human Resources Department (HRD), an approach for a flexible and efficient workforce management framework that will be deployed with the 2020 budget formulation and execution exercise; implementing, with the Vice Presidency for Countries, the pilot biennial programming framework for sovereign guaranteed operations for the period 2019-2020; working with HRD to adjust the application of the composite cost adjustment component methodology for complementary workforce labor costs; and continuing to improve the alignment between approved and executed budgets by refining projected spending estimates on staff labor costs, complementary workforce labor costs, and non-labor costs. The Department is currently focused on the development of a conceptual framework for the Bank to explore a multi-year budgeting (MYB) process to support more effective planning and strategic resource allocation and that integrates the Bank's other planning timelines, such as the biennial programming pilot, Long Term Financial Projections, and Medium-Term Capital Budget Plan. Enhancements in the corporate services area include the Bank-wide implementation of a new system for records management and its standardization and optimization in country offices, as well as the development of a Travel Data Warehouse.

With these critical enhancements and alignment efforts, a key component of the Budget and Administrative Services Manager's responsibilities, therefore, will be to provide an increasing scope of innovation, strategic advice, and effective decision-making support to the Board of Executive Directors, Senior Management, and client Departments. The role requires a highly strategic approach to ensure that the budget formulation and execution process, as well as the provision of corporate activities and services, successfully supports the Institution in the delivery of its mandates, with a commitment to fostering good planning, efficiency, and accountability. Corporate services for IDB Invest and corporate & budget services for IDB Lab are captured in a service-level agreement and memorandum of understanding, respectively.

The successful candidate will exercise leadership in developing strong relationships with the Board of Executive Directors, Senior Management, client Departments and country offices that

operate under a matrix system. This includes developing and implementing policies and procedures to support the Bank's business model and provide for a high performance, motivated workforce.

A member of the Executive management team, the Budget and Administrative Services Department General Manager reports directly to the Vice-President for Finance and Administration (VPF) and is a member of the VPF Management Team, coordinating and collaborating closely with the other corporate managers to provide outstanding strategic services to the client Departments. A summary of specific responsibilities includes leading a team of approximately 50 budget and corporate support staff specialists and 8 full-time equivalent consultants in Washington, D.C., with the assistance of two Division Chiefs. In addition, this Department oversees a significant number of contractors for various facility, general, and corporate services at Headquarters and in the field offices.

FUNCTIONS:

- Oversees the formulation and Board approval of the annual Program and Administrative Budget Proposal and Medium-Term Capital Budget Plan (MTCBP) and advises on maximizing cost efficiencies and efficient resource allocation and management.
- Annually submits to Senior Management and the Board of Executive Directors the Program and Budget Proposal and MTCBP.
- Monitors, in coordination with other organizational units, the execution of the Administrative and Capital Budgets of the Bank, including the issuance of two Board reports and analyses such as forecasts of year-end performance and, together with the Human Resources Department, workforce dynamics.
- Reports to the Board regularly on results achieved on business plans, the status of RBB performance indicators, and administrative and capital budget resources utilized.
- Effectively communicates to different internal and external audiences the corporate strategy for the RBB Framework and oversees its implementation, reporting to Senior Management on its timely execution.
- Effectively works with the Finance Department to raise awareness of the budget proposal impact on the Bank's income management model with relation to loan charges set as to cover administrative expenses.
- Manages Corporate Procurement activities to procure all goods and services for the Bank's operations, including the implementation of corporate procurement policies and procedures.
- Manages the Bank's global insurable risk program.
- Manages Bank facilities at Headquarters and country offices, including real estate purchases, construction and renovation, the Security Program for Bank Headquarters and country offices including the development and implementation of regulations, procedures, and programs together with business continuity and crisis management, general maintenance, as well as office space management.
- Oversees general corporate services such as global corporate business travel management, centrally managed print services, mail and messenger services, food services, cleaning services and maintenance.
- Manages and oversees the records management program and electronic archives of the Bank.
- Manages the Corporate Sustainability Program.

SUPERVISORY COMPETENCIES:

- **Acting Strategically to Deliver Results:** Delivers results for the client and IDB that ensure sustainability and support the organization's strategy, mission, and vision.
- **Developing People and Teams to Deliver Results:** Builds talent and capability inside the organization through coaching, mentoring, training, developmental assignments and knowledge-sharing.
- **Leading Change:** Accelerates organizational transformation through the management of change and support for employee innovation.
- **Building Engagement and Commitment:** Develops engagement and commitment by setting challenging goals, acknowledging employee efforts, creating involvement and participation, hearing multiple perspectives, and driving a unified approach.
- **Promoting Diversity and Inclusion:** Improves and ensures a diverse environment and actively works to build, coach, and empower teams with diverse backgrounds (e.g. gender, ethnic origin, disability, sexual orientation, background, perspective).

QUALIFICATIONS:

A seasoned and innovative finance and/or strategic planning professional with best practice knowledge and experience in areas such as results-based budgeting, multi-year budgeting, workforce dynamics, corporate administrative services, and analytics. Candidates should possess a keen understanding of the work of multilateral development organizations, with comprehensive views of how the Budget and Administrative Services Department operates as a strategic partner to the business. Further, should be an outstanding people manager and effective manager of resources (cost management, processes, and efficiencies for overall Bank and the Department), fostering a culture of efficiency, good planning, and accountability. Experience in change management is important, as well as the following *minimum* requirements:

Education Requirement: Master's degree or equivalent Licenciatura/advanced degree in Finance, Accounting, Economics, Business Administration, or related fields required.

Language Requirements: Excellent verbal and written communications skills in **English and Spanish required**; working knowledge of Portuguese or French is desirable.

Relevant Experience Requirements: At least **12-15 years of relevant experience, with a proven track record of 8-10 years at the senior leadership level in international organization/s, plus:**

- Ability to bring **innovative and workable concepts and ideas** to meet client's needs, translating them into policies, processes and systems.
- **Results-orientation**, with ability to meet organizational goals and client expectations while producing high-quality results.
- **Proven managerial skills** with track record of building high performing teams with strong client service orientation.
- **Established experience** in managing relations at Board level.
- **Proven superior communication and presentation skills**, including the ability to effectively translate complex concepts and data and convey them to Staff, Management, and the Board.
- **Excellent negotiation and influencing skills**; demonstrated ability to exercise sound judgment and take difficult decisions.
- **Ability to have a "big picture" perspective** but also able to understand the business, and design, implement and manage complex budget and financial processes from a strategic and operational perspective.
- **Change management** experience in complex organizations and process re-design.
- **Strong interpersonal skills** with demonstrated ability to quickly establish and maintain trust and credibility with all stakeholders. Sound judgment and emotional intelligence.
- **Impeccable integrity and highest ethical standards.**
- **Demonstrated cultural sensitivity** and experience in working in multicultural environments.
- **Collaborative team player** who can inspire trust and passion in the IDB Group's mission, establish productive relationships, and treat all individuals with fairness and respect.

The IDB offers a competitive benefits and compensation package, including relocation expenses (if applicable). Executive level position.

The Budget and Administrative Services Department General Manager will be subject to the IDB Personnel Policies, the IDB Code of Ethics and Professional Conduct, and IDB policies.

Applicants must be a citizen of one of the [48 IDB Member Countries](#) in order to qualify for any type of employment at the IDB.

Individuals with relatives working for the IDB and IIC/IDB Invest within and including the fourth degree of consanguinity and the second degree of affinity are not eligible. This includes staff members and contractuales/consultants.

To apply, please send a CV and cover memo by April 30, 2019.

The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status.

We encourage women, Afro-descendants and persons of indigenous origins to apply.

Additional Information

- External Opening Date: Apr 5, 2019
- External Closing Date: Apr 30, 2019
- External Contact Email: jobsonline@iadb.org
- External Contact Name: Jobs Online