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YOUR GUIDE TO GETTING HIRED BY THE WORLD BANK



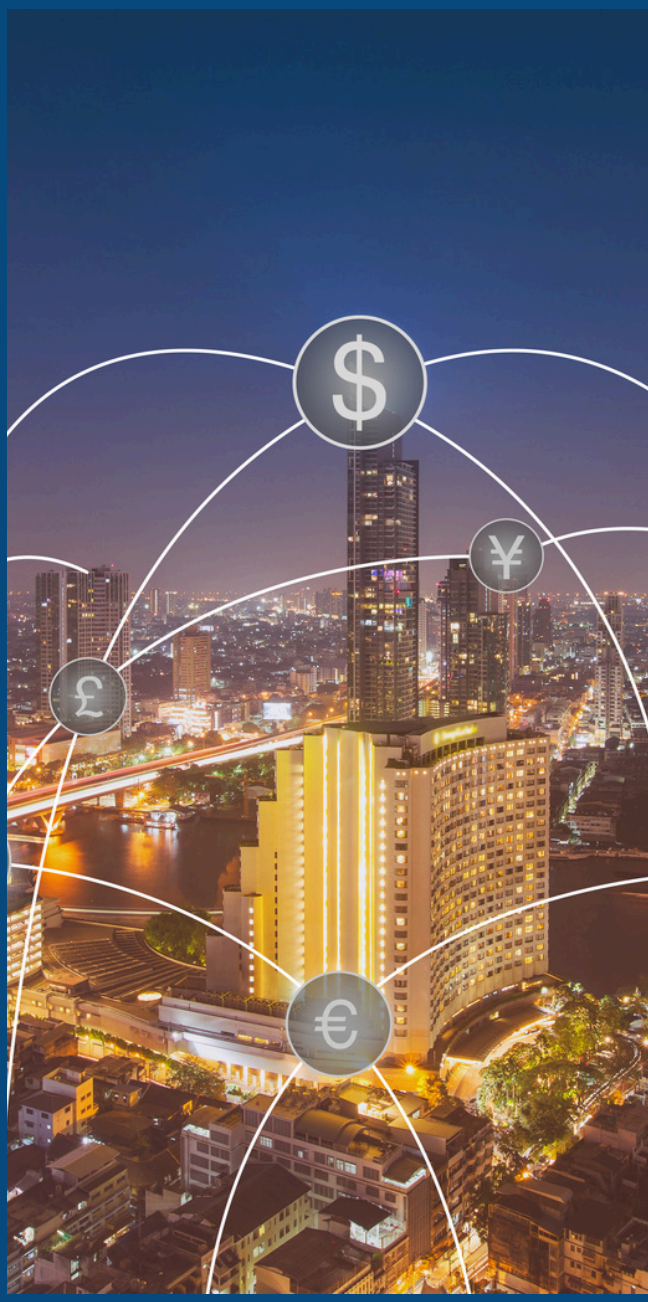
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INTRODUCTION

Available jobs with the World Bank Group are extremely competitive. It receives thousands of applications a year for positions at the bank, the International Finance Corporation (IFC), the International Centre for Settlement of Investment Disputes (ICSID), and the Multilateral Investment Guarantee Agency (MIGA).

Employment opportunities with the bank are plenty — 4,775 postings appeared on Devex's job board in 2023, the third most of any multilateral development organization. But only a fraction of applicants ultimately land a role, which is why we've compiled this guide of our best advice for getting hired by the bank.

In the following pages, development careers experts, led by former bank senior human resources specialist Roberto Amorosino, share their best insights on every stage of the recruitment process, including researching the organization, networking and job hunting, applying, and interviewing.

We hope you find this information helpful, and best of luck on your job search!



APPOINTMENT TYPES

Those hired by the World Bank Group will either be on its staff or work on a contract basis. The benefits and length of the assignment will vary depending on the type of contract.



LOCAL AND INTERNATIONAL STAFF

Based on the latest bank data, the group employs 13,122 full-time staff. The head office coordinates international hires for the World Bank and IFC, while local hires are managed through country offices.



EXTENDED-TERM CONSULTANTS (ETC)

1,074 staff are on extended-term appointments. These are typically 12-month contracts that are renewable for up to three years. They come with some benefits including medical insurance and leave.



SHORT-TERM CONSULTANTS (STC)

These contracts are for 150 days or less and do not include benefits. The bank counts 5,986 STC staff based on a full-time equivalent calculation, but based on Devex reporting from June 2023, there are about 23,000 workers on this contract.

SALARY EXPECTATIONS

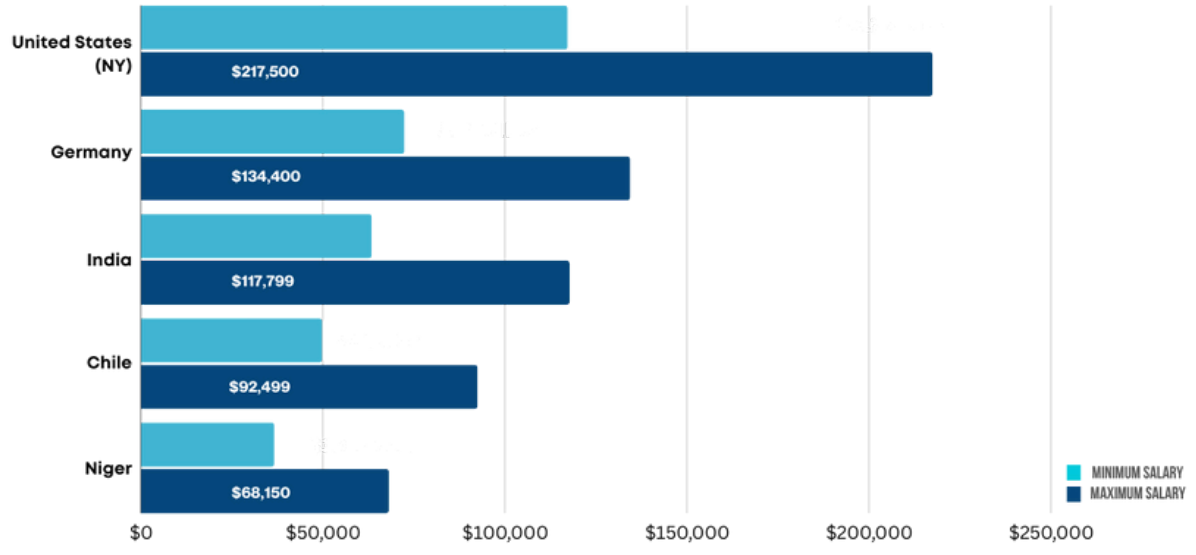
By doing your own research, you should be able to get a general idea of what a particular bank position will pay. Devex also includes the salary range for postings that have an assigned grade.

The salary range for headquarters and country office roles is determined by their grade bracket. Grades are included on individual bank job postings, and salary ranges for each grade and location are on the bank's website.

There are 10 grade levels that are organized into three groups:

- **Administrative Jobs (GA–GD)**
  - i.e.: administrative assistant; team assistant
- **Professional & Technical Jobs (GE-GH)**
  - i.e.: senior economist; senior operations officer
- **Managerial Jobs (GH–GJ)**
  - i.e.: innovation director

For example, an economist (grade GF) in New York will earn a minimum of $117,200 and a maximum of $217,500, but this range varies by region:



Source: worldbank.org; currency converted to USD July 11, 2024

IS IT RIGHT FOR ME?

There's much to consider when thinking about applying to an organization as large and notorious as the World Bank. Here are a few questions that may have crossed your mind.



I HEARD THAT I NEED A MASTERS DEGREE TO GET A JOB AT THE BANK. IS THAT TRUE?

Contrary to popular belief, Amorosino says that holding a master's degree is not an absolute must for jobs with the bank. "It's critical to check the requirements before applying. ... you can find some jobs — maybe in finance or information technology — advertised requiring a bachelor's degree plus whatever experience is required."

I READ THAT CONSULTANTS AT THE BANK ARE UNHAPPY ABOUT PAY. WHAT'S UP?

Devex reported last June that short-term consultants (STCs) based at the bank's Washington headquarters would be eligible for a 3.4% for the coming fiscal year, but not an additional, performance-based 1.5% that full-time staff may receive. While more than 75% of STCs work less than 120 days per year, several STCs expressed frustration.

IS THERE A MANDATORY RETIREMENT AGE?

There is, and it is 67. It used to be 62, but this was revised in 2015. It is also two years more than the United Nations' "mandatory age of separation (MAS)," which is 65.

HOW DIVERSE IS THE BANK WORKFORCE?

According to the bank's 2022-23 DEI report, of its 17,905 staff, not including consultants, 54% are women, 43% are managers, and 40% are senior management. "WBG measures diversity based on gender and nationality," the report states, but it does point to other policies, including support for LGBT+ staff on country assignments.

JOB SEARCH / NETWORKING

CONNECTING WITH PURPOSE



> **I want to express interest in a given organization ... through connecting with them as a professional [not a candidate].**
>
> — ROBERTO AMOROSINO

Given how competitive bank roles are, networking is essential to bettering your chances. Not all consulting opportunities are posted publically, either, Amorosino says, and these can be discovered when networking as well.

CONNECT AS A PROFESSIONAL

One key to networking as a development pro is to be "visible, not as a candidate, but as a professional ... that's the best way to demonstrate that I can be a resource," which is ultimately what you want to get across.

KEEP FOCUS ON THEM

Show that you are in tune with the contact's work and then demonstrate how you might fit into it in terms of a potential working relationship. By doing so, "me, as a reviewer, as a listener, I value that you have done research."

MAXIMIZE CURRENT NETWORK

Rather than only focusing on gaining new contacts at the bank, don't overlook the value that lies in your existing network. Even loose connections have the potential to help you reach your career goals.

EXTEND THE CONVERSATION

Whether it's over LinkedIn, email, or the phone, "the most important thing to do right away is to agree on how to keep the conversation going." It's usually as simple as asking your contact if it would be fine to keep in touch.

👉 WATCH: HOW TO LAND CONSULTING ROLES AT THE WORLD BANK

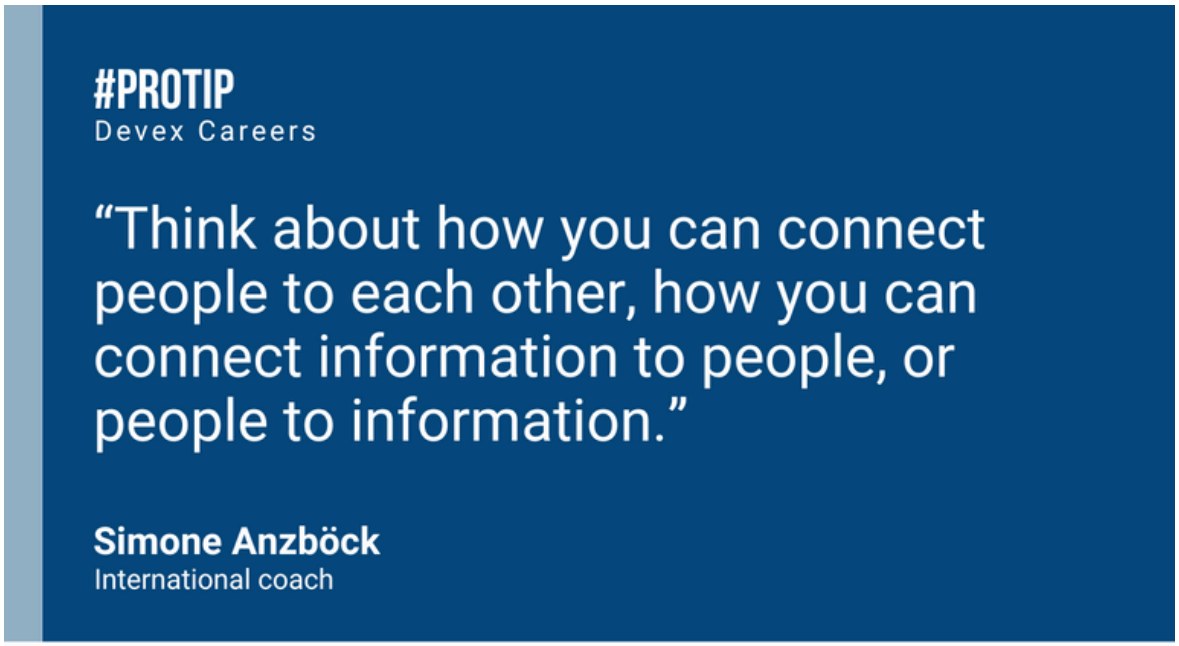
FOLLOW-UP QUESTION

Q: I understand the importance of "keeping the conversation going," but I find it difficult to stay in touch with LinkedIn contacts after the initial discussion. How do I keep my network "warm?"

If your aim is to work for a specific organization, such as the World Bank Group, it helps to take a more structured approach than you might with broader networking goals.

"Unfortunately, LinkedIn has limited functionality for sorting and labeling contacts for most types of users," says Simone Anzböck, international coach and development careers expert. However, creating a spreadsheet and listing your top existing bank contacts is easy. Make a note of when you were last in touch and when you want to follow up.

Successful networking on LinkedIn requires patience and knowing how to build relationships through engagement. One of the best approaches is simply to be helpful, Anzböck says, like sharing an article that's relevant to your target audience.



ARE YOU READY TO APPLY?

If you're a citizen of one of the 189 World Bank member countries, you are eligible to apply for a job. Here's some helpful information to make it as smooth of a process as possible.

HOW LONG DOES THE ONLINE JOB APPLICATION TAKE TO COMPLETE?

Once you've created a profile on the bank's recruitment website, it can take as little as 15-30 minutes to complete. But that's only if you have completed all parts of your application before you start, such as your CV, cover letter, statement of interest, and personal details.

DO I REALLY NEED A COVER LETTER?

You do, and the bank likes to call it a statement of interest, or SOI. It says that their selection committees read the SOI carefully, and nothing Amorisino has told us makes us think otherwise. He says you should not have a standard statement of interest, instead you need one that is "tailored to the position." See page 11 for more SOI tips.

CAN I SUBMIT MY CV AND GET CONTACTED WHEN RELEVANT POSITIONS OPEN UP?

The bank does not accept unsolicited CVs for unspecified roles, though if you're not a national of its member countries or a country of operation, you can submit a resume for general consideration. Once you've created your bank profile, you can also sign up for job alerts based on the kind of roles you are interested in. Or, sign up for Devex job alerts for different kinds of bank openings.

IF THE BANK SELECT ME FOR AN INTERVIEW, WHEN MIGHT THAT BE?

It can be up to three months between submitting your application and receiving an interview offer. Only the top 3-5 candidates are normally shortlisted for an interview, although it can be more depending on the hiring unit, candidates, and position.

MAKING YOUR CASE

Amorosino says that in most cases, the CV is the first thing a hiring manager will see during the application process and may be the only document reviewed during the initial screening stage.



SUMMARY AT THE START

Have “a summary on top of your CV, a short story introducing your experiences” that could be elaborated on more in a cover letter. Recruiters appreciate this “because it's a time saver and it's a way to understand if the person is on the right track.”



TIME IS SHORT

The person initially reviewing your CV may spend only 60 seconds, or less, reviewing it. The reviewer to skip large portions of a longer CV, and “land somewhere saying something that doesn't really help me — maybe the question is should it be there.”



FIELD EXPERIENCE IS KEY

The bank values any experience in the field, “that could be in society, voluntary work, anything that can help us to understand that the passion and the readiness is there, could be extremely useful.”

👉 DOWNLOAD: DEVEX’S RECRUITER-READY CV TEMPLATES

CRAFTING YOUR NARRATIVE

While a CV gives the hiring manager an initial opportunity to judge your qualifications, a cover letter is “a different communication element” that requires a vision, Amorosino says.



DON’T BURY THE LEDE

Amorisino suggests that you always want to make your best impression in your cover letter as early as possible to separate yourself from the competition. “We need to play our cards, our better cards, as soon as possible.”



FOCUS ON THE POSITION

While the cover letter is still about you, it needs to be about you “in the context of the position, in the context of the organization, so the more we make reference to the position, to the organization in the cover letter, the better,” he says.



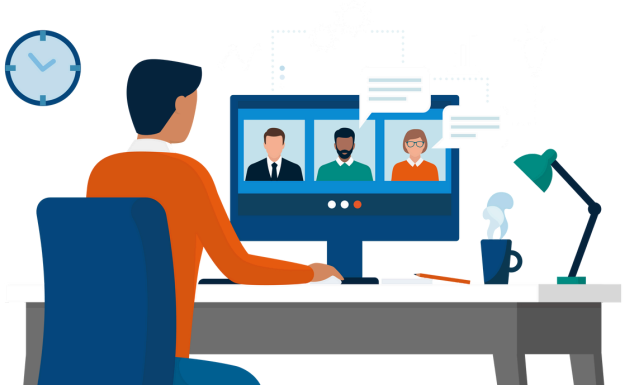
GO BEYOND YOUR EXPERIENCE

Your CV speaks for itself in terms of your experience. The cover letter can recognize gaps but mainly express what you aim to achieve. It’s a rare opportunity to “help the recruiter understand that you are ready, that you have a vision, even if you don’t have that specific experience.”

👉 DOWNLOAD: DEVEX’S COVER LETTER CHECKLIST — 9 STEPS TO SUCCESS

INTERVIEWING

CLOSING THE DEAL



> **While you may be tempted to answer some questions saying, 'First we did this, then we did that,' you should make it clear what actions you took as well as what the team did.**
>
> — ANNE FRICK, RECRUITER, WORLD BANK

Panel interviews are the most common type conducted by the bank and are usually virtual. They take the form of behavioral event interviews (BEI), which are structured to assess past behavior.

READ THE ROOM

Pay attention to body language and non-verbal cues. Some interviewers will be more formal, others more interactive. Aim to match the tone and "help the panel manage the flow of conversation," says bank recruiter Anne Frick.

PREPARE FOR PROBES

Follow-up questions might "come across as confrontational" [but] simply focus on the core element they are asking about and respond as best you can," says Frick. Focus on lessons learned and challenges overcome.

THE STAR TECHNIQUE

Frick recommends using the STAR technique to help prepare for BEI interviews. Spend some time recounting situations faced, tasks accomplished, actions taken, and results achieved.

ASK THE RIGHT QUESTIONS

"The interviewee should always have questions, but [they] should be about the job. I would never suggest [asking about] the process, or the competition, or the salary," Amorosino says.

👉 WATCH: ACING THE INTERVIEW, WITH TIPS FROM AMOROSINO

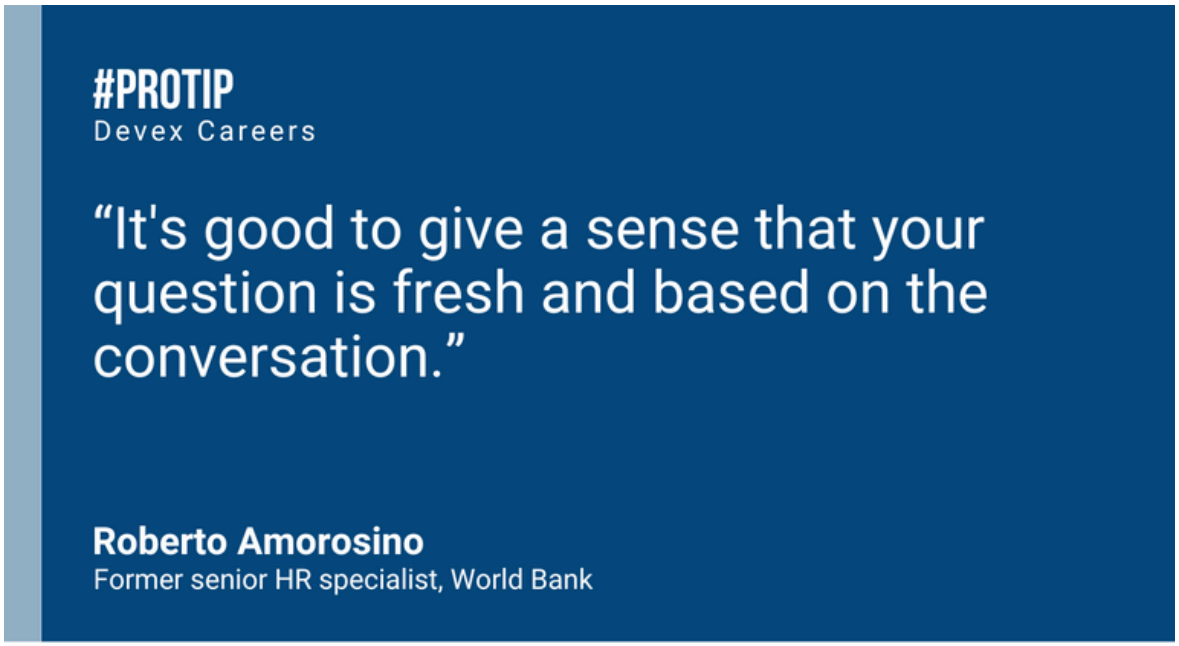
FOLLOW-UP QUESTION

Q: I know I'm expected to ask questions at the end of a job interview, but I'm unsure of how to best prepare or what the interviewer is looking for. How should I approach this?

Amorosino: It's good to think of several questions in advance and be smart when considering which ones make the most sense. I made this mistake in the past. I once went in ready to ask about the reporting line of the position, because this was not clear from the job description. But then the interviewer spoke about that during the conversation, so I couldn't ask the question anymore and I was lost.

So, I would ask a question related to the conversation, when possible. You will have been talking for 30 or 45 minutes, and when it's your time to ask something, it doesn't really make sense to change the topic completely.

Remember that it's your last chance to say something, so if you feel you didn't have a chance to talk about something important, you can say something like: "I think this position would also require xxx. Am I on the right track?" This demonstrates that you have done an assessment and have a vision.





Are you a GlobalDev job candidate looking to stand out to recruiters?

Our in-house recruitment specialists are currently compiling talent pools based on specific global development skill sets, including communications and food systems experts, and many more.

Candidates can update their Devex profiles to be considered, and employers can learn more here.

We hope you found this guide to getting hired by the World Bank helpful. For more insights aimed toward global development professionals, visit our Career Center.

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