



World Bank Group HUMAN RESOURCES

WBG Fellowship Program

Terms of Reference

WBG	
TOR Number	2025-002
Title	Infrastructure Operations Officer
Unit	LCRVP
VPU	Latin America & Caribbean Regional Vice Presidency (LCRVP)
Duty Location	Guatemala City, Guatemala
Length of Assignment	1 Year
Appointment Type	Special Assignment
Financial Arrangement	Salary and benefits are fully funded by the government and fellows will remain on government payroll. Additional benefits (housing, travel tickets and per-diem) will be covered by WBG.

Background/Organizational Context

This fellowship position will focus on supporting the growing infrastructure program in Guatemala, namely in transport (rural roads, aviation, urban transport) and energy (geothermal energy, transmission, support to municipal electricity companies). A recently confirmed alliance between Congress and the Executive branch in Guatemala has created a promising environment for new activities in these sectors, resulting in a growing active portfolio and a pipeline of future investments expected to grow significantly in infrastructure: a US\$400 million rural roads project approved in June 2025; and a US\$250 million dollar project in the aviation sector and \$250 million in the energy sector, at advanced stages of preparation. In addition, the Government is expected to soon request Reimbursable Advisory Services (RAS) for a mass transit system in the capital city and possibly revive part of the rail sector. These are exciting times when the Bank's involvement in key climate-resilient engagements is picking up to support a country program increasingly focused on poverty alleviation, equity, resilience, and gender equity. The fellow will play a key role as part of the Bank infrastructure team in the field, working closely with the Guatemala Resident Representative and Sr. Operations Officer, to coordinate and support the growing portfolio,

notably to help finalize preparation and launch project implementation of infrastructure IBRD operations.

Key Duties and Accountabilities

1. Project Support and Implementation:

- Assist in the preparation, implementation, and supervision of development projects.
- Conduct research, data analysis, and prepare reports to support project preparation, appraisal, implementation and policy development.
- Provide inputs to or prepares diverse outputs/operational products (e.g. aide memoire, project documents, sector and country briefings, background reports, case studies, etc.)
- Participate in the preparation of project documents in English and Spanish – Project Concept Note; Project Appraisal Document; Implementation Support Report; Implementation Completion Report, taking the lead in preparing specific project components.

2. Technical Assistance and Advisory:

- Coordinate and contribute to technical assistance activities and advisory services to Guatemala and project teams.
- Participate in the design and implementation of capacity-building activities.
- Support knowledge events and conferences as needed, including partner liaison, material preparation and development of learning tools.
- Contribute to economic and financial analysis of infrastructure sectors and projects

3. Collaboration and Coordination:

- Work closely with team members and other stakeholders to ensure the successful preparation and execution of projects.
- Participate in meetings, workshops, and other collaborative activities to contribute to the team's objectives.
- Participate in missions as a full team member and coordinate logistical support during missions
- Assist in various analytical and project-related tasks across different functional areas within the World Bank.

4. Monitoring and Evaluation:

- Monitor and evaluate project progress and outcomes.
- Prepare progress reports and contribute to the development of monitoring and evaluation frameworks.

Selection Criteria

- At least three years of experience in key infrastructure sectors such as transport (road/rail/ports/airports), energy, extractive industries, transport, water, and/or wastewater sectors.
- Knowledge and experience in international project finance, structured finance, and/or capital markets is desirable.
- Understand project financing and the likely requirements of PPP financiers.
- Familiarity with local procurement laws and regulations
- Strong organizational, research, and oral presentation skills
- Strong writing skills in English or Spanish
- Proven ability to work in a team and intercultural environment, with minimal supervision
- Hands-on and action-oriented approach
- Enthusiasm for, and commitment to development work
- **Language Requirements:** Applicant must be fully proficient in Spanish and have excellent oral and written communication skills in English
- **Travel and Fieldwork:** travel may be required to project sites and to participate in fieldwork as part of the assignments.