

**HR Leadership and Staff Development (HRDLS)  
Open Learning Campus (OLC)  
Short-Term Temporary  
Terms of Reference**

---

## **Background**

The Republic of Korea (ROK) is an exceptional example of an aid recipient, which turned into a high-income country. Now, as the world's 15<sup>th</sup> largest economy, ROK is a key development partner of the World Bank Group (WBG) and an important contributor to the International Development Association (IDA), the fund established to support the world's poorest countries. The WBG Korea Office, located in Songdo, Incheon, is designed as a hub and a conduit for WBG-ROK cooperation in other countries.

The HR Leadership and Staff Development Unit (HRDLS) is a cross-cutting corporate unit that sits within the HR Vice Presidency (HRDVP). HRDLS supports the staff and client learning and capacity building to facilitate World Bank operations and maximize development impact.

The Open Learning Campus (OLC) team that sits within HRDLS works across Global Departments and units of the WBG to provide clients with actionable learning to build leadership skills and technical capacity to implement development solutions. OLC makes development lessons continuously available in versatile formats such as face-to-face knowledge exchanges, e-learning courses, and short micro-learning nuggets on specific topics. Using digital media and technology lowers the cost of quality learning and permits innovative pedagogical formats such as experiential and collaborative learning, gamification, simulations, and virtual reality.

The Korea Program for Operational Knowledge (KPOK) is a decade-long partnership between the Republic of Korea and the WBG. Its primary objective is to support the WBG's vision of a world free of poverty on a livable planet by supporting the capacity development of government officials and practitioners in client countries. The program focuses on designing and delivering OLC products and enhancing the capacity of country clients in priority areas linked to lending operations, thereby improving their ability to tackle complex development issues effectively.

The WBG Korea Office, based in Songdo, Incheon, is looking for a dynamic and experienced professional to join the HRDLS OLC team, to support implementation of KPOK in partnership with WBG units and teams across the globe.

## **Objective**

The objective of this short-term temporary (STT) position is to support the design and development of KPOK learning courses and the implementation of KPOK activities as a learning assistant. The tasks include but are not limited to: (i) contributing to the production of learning videos, (ii) supporting the logistics of knowledge exchanges, (iii) managing vendor relationships, contracts, and payments related to responsible deliverables, and (iv) communicating and coordination with partner organizations and teams.

### **Tasks and Responsibilities**

Under the direct supervision of the KPOK Senior Program Coordinator, the hired STT will be responsible for the following activities:

- Work on design and production of bite-sized learning videos in collaboration with related WBG teams and Korea partner organizations. Responsibilities include coordinating speakers and vendors, supporting content drafting and reviews, managing translation, and overseeing timelines.
- Manage the task of converting knowledge exchange presentations into learning videos by extracting transcripts, reviewing and editing content, managing translation, and coordinating with OLC video editing team to ensure high-quality outputs.
- Provide logistical support for KPOK knowledge exchanges, including client registration, travel arrangements, vendor communications, and event delivery in coordination with WB teams and Korean partners organizations.
- Assist the preparation and production of conference and event materials such as banners, program books, brochures, and presentations.
- Provide administrative support across various levels of engagement with Korean partner organizations, country clients and the WBG.
- Participate in team meetings and discussions.
- Perform other related duties as required.

### **Qualifications and Competences:**

- Bachelor's degree with a minimum of 2 years of relevant experience.
- Proficient in standard office and design software (e.g., Canva, Adobe Photoshop).
- Strong organizational and administrative capabilities.
- Strong interpersonal skills and the ability to collaborate effectively within a team.
- Ability to work with precision while maintaining attention to detail and follow through with tasks with minimum supervision.
- Excellent verbal and written communication skills in both English and Korean.
- Experience creating videos and infographics is a plus.

### **Contract Timing**

The assignment will be for 640 hours starting December 1, 2024, until June 30, 2025.