

## **Amazonia Forever Program – Amazon Coordination Unit (CSC/ACU) Associate Professional Officer (APO) Program**

**Location:** IDB Headquarters, Washington D.C. USA or Amazonian Country

The Inter-American Development Bank (IDB) Group is a community of diverse, versatile, and passionate people who come together on a journey to improve their lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

The IDB is the main source of multilateral financing for economic, social, and institutional development in Latin America and the Caribbean (LAC). It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

### **About this position**

You will work in the [Amazonia Forever](#) Program, part of the Amazon Coordination Unit (ACU) under the Climate Change Solutions Division (CSC). The Amazon Coordination Unit facilitates the implementation of the Amazon Initiative and the Amazonia Forever Program through proactive, strategic coordination and construction of strong alliances and relationships, in close collaboration with the operational areas of the IDB Group, with special attention to transversal issues of pivotal importance to achieving results in the Amazonia region.

As an Associate Professional Officer at ACU, you will provide rigorous and proactive operational monitoring and support to the Unit and other relevant areas of the IDB at the portfolio level, thus facilitating the strategic and responsive management of the portfolio of Amazon Initiative and Amazonia Forever projects in execution and preparation.

### **What you'll do:**

- Provide guidance and technical support for pipeline development in the Amazon region in areas related to the five thematic pillars of Amazonia Forever, with focus on bioeconomy, sustainable landscapes, sustainable agriculture, livestock and forest management, and forest conservation and avoidance of deforestation, for the different financial mechanisms under technical coordination of CSC/ACU.
- Participate in the IDBG engagement and dialogue with Amazonian client countries on policies and operations.
- Participate in project teams for Amazonian-related transactions and operations with IDB, IDB Invest and IDB Lab on behalf of the ACU.
- Provide advice on cross-cutting issues with a particular emphasis on climate change & biodiversity in the Amazon countries.
- Participate and support the development of networks of policymakers, research institutions, private sector entities, public development banks, and civil society organizations in the Amazon region.
- Maintain fluid communication with the operational areas across the IDB on operational, reporting and knowledge issues, with a view to an effective, well-coordinated and timely support to the donor-funded Amazon Initiative portfolio and associated IDB operations.
- Support portfolio management of Funds under ACU technical coordination including assisting project teams on operational and technical issues to facilitate the execution of projects,

- Support the preparation of the reporting requirements and reports to the Donors in accordance with the terms and conditions of the Funds under ACU technical coordination, and any other reporting required by the ACU team or the Donors of the Amazonia Forever program.
- Participate in the eligibility and technical review of potential operations for the Amazonia Forever Funds.
- In collaboration with other members of the ACU, identify and develop donor-oriented strategic knowledge and communication products related to the Amazon Forever's portfolio.
- In collaboration with other members of the ACU, promote the internal and external sharing of knowledge gained from Amazon Forever projects and facilitate the access of IDB project teams to knowledge generated and disseminated by the Amazonia Forever funds.
- In collaboration with other members of the ACU, provide guidance and training on the consistent application and use of the terms and conditions of the Amazonia Forever Funds, and on how these compare to and complement IDB Group's regulations and processes.
- By indication of the ACU Chief, participate in meetings and activities that are part of the institutional relationship of the IDB and the donor community.
- Propose and elaborate solutions to continue improving the quality and efficiency of the operational support that the ACU team provides to IDB teams in relation to the Amazonia Forever Funds.

**What you will need:**

- **Education:** Master's degree (or equivalent advanced degree) from an accredited university in environmental and/or natural resource management/ economics, business administration, project management, international development, international relations, public policy or other fields relevant to the responsibilities of the role. The degree must have been already awarded.
- **Experience:**
  - At least 2-3 years of relevant experience participating in the coordination/ management of a portfolio of development projects in execution. You have experience working with the donor funding and hence an understanding of its mandate, priorities, and operations. Through prior experience, you have acquired a working understanding of multilateral development banks (MDBs). Experience working in a country of Latin America and the Caribbean (LAC) is highly desirable. Experience working in project management and operations with international donor funds is highly desirable. Experience working directly for or with an MDB in operations with either the public or private sector is highly desirable.
- **Language:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.
- **Key skills:**
  - Learn continuously.
  - Collaborate and share knowledge.
  - Focus on clients.
  - Communication and influence.
  - Innovate and try new things.
- **Technical skills:** Project and portfolio management, stakeholder engagement, donor reporting, and knowledge sharing, Coordination and Institutional Processes are essential.

**Requirements:**

- **Citizenship:** Must be a citizen of the donor country. We will help you and your eligible dependents with relocation and the visa process.
- **Age:** Be under 33 years of age as of January 1st of the year of the proposed contract start date.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouses) working at the IDB Group.
- Be exempt from any military obligation for the contract.

**Type and contract duration:**

- **Type of contract and modality:** Consultant / Associate Professional Officer (APO)
- **Length of contract:** 24 months (2 years). The APO position will be initially for twelve (12) months, and its renewal would be contingent on performance evaluation after the first year.
- **Work Location:** IDB Headquarters, Washington D.C. USA or Amazonian Country.
- **Responsible person:** Daniel Hincapie Salazar, Operations Lead Specialist, Amazon Coordination Unit.

**What we offer:**

The IDB Group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A competitive compensation package.
- **Leaves and vacations:** 2 days per month of contract + gender-neutral parental leave.
- **Health Insurance:** the IDB Group provides a monthly allowance for the purchase of health insurance.
- **Savings plan:** The IDB Group cares about your future, depending on the length of the contract, you will receive a monthly savings plan allowance.
- **Assistance with relocation and visa applications** for you and your family when it applies.
- **Hybrid and flexible work schedules.**
- **Development support:** We offer learning opportunities to boost your professional profile such as seminars, 1:1 professional counseling, and much more.
- **Health and wellbeing:** Access to our Health Services Center which provides preventive care and health education for all employees.
- **Other perks:** Lactation Room, Daycare Center, Gym, Bike Racks, Parking, and others.

**Our culture**

At the IDB, we work so everyone brings their best and authentic selves to work while finding their purpose. Our people consistently strive for excellence, and we recognize and celebrate the impact of their contributions. In our efforts to drive innovation, we intentionally include all voices, cultivate a sense of belonging and champion fairness. We welcome individuals from underrepresented groups to join us and share their unique perspectives. We ensure that individuals with disabilities are provided reasonable accommodations to participate in the job interview process. If you require an accommodation to complete this application, please email us at [accommodations@iadb.org](mailto:accommodations@iadb.org)

**Our Human Resources Team reviews every application carefully.**

**About the IDB Group**

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

**About IDB**

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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