

The **European Investment Fund** is seeking to recruit for its **Mandate Management / Debt & Guarantees Department**, at its headquarters in Luxembourg:

Mandate Officer(s) and/or Manager(s) (Depending on experience)

This is a generic campaign in view of both current and possible future vacancies.

Appointment will be made on the basis of a **fixed term contract of three (3) years**.

Purpose:

The incumbent will contribute to the overall mandate management activities in the area of debt and guarantees and, in particular, to the development and execution of the new initiatives in the Member States, Candidate and Neighbourhood Countries.

S/he will be responsible for managing the relevant mandate aspects including the relationship with the European Commission, National Authorities, National Promotional Institutions and other public bodies. According to experience, s/he will represent the EIF at relevant boards/committees, and advise Member States on strategic issues where appropriate.

Operating network:

The chosen candidate(s) will be assigned to one of the two geographical divisions within the Department and will work in close collaboration with other EIB Group services, the European Commission and National Authorities.

Operational tasks:

- Develop, secure and implement the mandate relationship with the relevant authorities;
- Originate and develop new business opportunities and products in the debt and guarantees area within EIF remit and according to its strategy and mission;
- Coordinate the internal mandate development process at EIF in close cooperation with the Guarantees, Securitization and Microfinance (GSM) and other EIF departments;
- Work closely with the relevant EIB Group staff with the aim of developing joint ESIF/EFSI mandates, in particular in the area of agriculture and energy efficiency;
- Carry out analysis of the implementation and regulatory framework applicable to the European Structural and Investment Funds;
- Maintain existing and establish new contacts so as to develop a strong network, in the relevant geography, with external parties entrusting resources to the Fund such as the European Commission, National Promotional Institutions and local development agencies, relevant Member States and Regions as well as other business partners;
- Support transaction implementation process under mandates managed by the respective Division within the Department ensuring the necessary interface and compliance with applicable mandate requirements;
- Participate in various horizontal tasks across the EIB Group going beyond the strict boundaries of own domain, in order to facilitate the execution of relevant business. This will include the ability to understand other EIB Group products and seek out opportunities to introduce relevant players to the Group when suitable.

Qualifications:

- University degree, preferably at post-graduate level, in in Law/Economics/Finance or a related subject;
- **Only applications from nationals/passport holders of the Member States of the European Union are considered as well as citizens from acceding countries.** (Countries that have signed the [treaty of accession*](#) obtain the status of 'acceding countries' and are expected to become full member states on the date set out in the treaty). Nationals of the candidate countries whose accession negotiations have started may be also considered subject to specific conditions. For detailed information candidates may find further information on www.eif.org

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- At least three (3) years' relevant professional experience in a similar position for the Officer role and at least five (5) years' for the Manager role;
- The following would be considered a plus for the Officer role but it is expected for the Manager role:
 - Prior experience in financial engineering instruments, as well as management of contacts with local authorities;
 - Knowledge of regional development issues and policies, legislation at national and/or EU levels;
 - Knowledge of financial instruments for SMEs;
- Fluency in English is required. Knowledge of other EU languages would be an advantage.

Personal Qualities:

- Team-working and pioneering spirit;
- Excellent drafting skills;
- Sense of responsibility, organisation and initiative;
- Ability to meet tight deadlines;
- Problem solving approach.

Deadline for applications: 20th June 2018

Please submit your application directly on our career website: <http://www.eif.org/jobs/>

Post reference number: 105158

* Due to high volume of applications, only candidates selected for interviews will be contacted.