

**NORDIC DEVELOPMENT FUND (NDF)** is a multilateral development finance institution established in 1989 by the Nordic countries - Denmark, Finland, Iceland, Norway, and Sweden. NDF provides financing to climate change projects in low-income countries in co-operation with multilateral development banks and other institutions.

NDF now seeks to recruit a

## **PROCUREMENT SPECIALIST**

NDF offers a position with challenging and varying tasks in a stimulating working environment in its office in central Helsinki. The position requires a fair amount of travelling. NDF offers a two (2) year contract with possibility for extension. The expected start date is April 2015 or as soon as possible after that.

The main responsibility of the Procurement Specialist is **to provide quality assurance in procurement processes carried out with financing from NDF and continuously review and improve procurement policies, guidelines and tools.**

The Procurement Specialist is expected to

- Improve procurement related skills of Country Program Managers (CPMs)
- Improve / update procurement policies and guidelines
- Provide procurement related tools for CPMs
- Provide peer and procurement expertise support to CPMs
- Secure quality assurance in procurement reviews

Work may also include identification and assessment of climate change projects, as well as implementation and monitoring of the existing project portfolio.

## **Qualifications**

Successful candidate should have at least a Master's Degree in a relevant field and a minimum of five years of relevant experience in international development cooperation or an international finance institution, preferably involving project design and management. In-depth knowledge of procurement processes and regulations is a key requirement. Knowledge of climate change issues is an advantage as well as experience in environmental projects. The position requires frequent contacts with the authorities of NDF's partner countries, co-financing agencies and other project stakeholders and requires strong communication skills, including solid negotiation and interpersonal skills.

Candidates are expected to have excellent oral and written command of English and solid working knowledge of one of the Scandinavian languages. Working knowledge of either French and/or Spanish is an advantage.

Additional information can be obtained from Pasi Hellman, Managing Director, or Leena Klossner, Deputy Director, or Jesper Pedersen, Chief Procurement Officer, telephone +358 10 618 002.

Application and CV together with a salary expectation should be sent by e-mail to: [jobapplications@ndf.fi](mailto:jobapplications@ndf.fi) **no later than 26 February 2015.**