

***NORDIC DEVELOPMENT FUND (NDF)** is a multilateral development finance institution established in 1988 by the Nordic countries - Denmark, Finland, Iceland, Norway, and Sweden. We provide financing to climate change projects in low-income countries in Africa, Asia and Latin America. Our financing is primarily done through co-financing with other development finance institutions and Nordic bilateral development organisations and agencies. We are an international team of 19 employees located in the heart of Helsinki. The main working language is English. For more information, please visit NDF's home page, [www.ndf.fi](http://www.ndf.fi)*

We are now looking for an experienced

### **ASSISTANT**

Your tasks will include:

- Assistance to the Management, especially in organising and coordinating meetings and travel arrangements.
- Support for organising meetings of the governing bodies, including related document management.
- Support to the communication activities of NDF including e.g. website and social media.
- Support in various administrative matters related to the office and the staff.
- Helping us in taking day-to-day matters forward.

We are looking for great colleague with attention to detail and service-mindedness, both internally and externally. A team player with the ability to work also independently on defined tasks, to take these tasks efficiently forward, and to find solutions. We need you with a genuine interest in keeping “the house in order” including supporting external and internal communication activities.

We also expect that you have:

- Relevant education and work experience.
- Fluency in English and Finnish. A good command of a Scandinavian language is highly desirable.
- Excellent ICT skills (e.g. Microsoft Office, SharePoint and Dynamics).
- Some experience from website and social media updating.

In addition, we value:

- A genuine interest in working in an international development context.
- Pro-activeness, flexibility and team spirit.

We offer you:

- An interesting and inspiring working environment in an international organisation in the heart of Helsinki.
- Work in a multicultural and -lingual environment where you will be working closely together with colleagues within different areas of expertise.
- A three-year contract with possibility for extension.

For more information about the position, please contact VP, Head of Support and Administration Christina Stenvall-Kekkonen on 3 July or 24 July at 13-14 (+358 10 618 450). For general information about employment at NDF, please contact HR Business Partner Jenni Marko on 29 or 30 July at 13.00-15.00. (+358 10 6180 351, [jenni.marko@nib.int](mailto:jenni.marko@nib.int)).

NDF collaborates with the Nordic Investment Bank (NIB) on administrative and personnel matters. Please submit your application including CV, salary expectations and indications of availability to take up the positions through [NIB's recruitment system](#) no later than **4 August 2019**.

**Please note that the screening of applications will start immediately, and interviews will take place in August. Consequently, we recommend that you submit your application as soon as possible.**