

***NORDIC DEVELOPMENT FUND (NDF)** is a multilateral development finance institution established in 1989 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*

NDF now seeks to recruit a

PROCUREMENT SPECIALIST

Your main responsibilities as Procurement Specialist are to:

- Work on project procurement processes in all sectors of the NDF portfolio.
- Review procurement-related documents and processes.
- Provide guidance, support and training to Program Managers in procurement related tasks.
- Participate, where necessary, in procurement-related capacity building for clients and other counterparts in NDF partner countries.
- Improve and update procurement-related policies and tools at NDF including those related to corporate procurement.

Project procurement-related work will be the main task of the Procurement Specialist. However, the Procurement Specialist is also expected to act as Program Manager for a portfolio of projects. This includes managing the full project cycle from project origination and development to implementation, monitoring and reporting.

We expect that you have:

- At least a Master's Degree in a relevant field.
- In-depth knowledge of international project procurement processes and regulations.
- A minimum of five years of relevant operational project and procurement experience in international development cooperation or an international finance institution, including project design and management.
- Strong communication skills, including solid negotiation and interpersonal skills as the position requires frequent contacts with authorities of NDF's partner countries, co-financing agencies and other project stakeholders.
- Excellent oral and written command of English and solid working knowledge of one of the Scandinavian languages.

In addition, we value:

- Knowledge of climate change issues as well as experience in international environmental projects.
- Working knowledge of French and/or Spanish.
- A genuine interest in working in an international development context.
- Pro-activeness, flexibility and team spirit.

We offer you:

- Challenging and varying tasks in the field of international development projects.
- A dynamic working environment within an international organisation.
- A two-year contract with possibility for extension.

NDF warmly welcomes expatriate employees and their families, and will help in making relocation and integration as smooth as possible. Helsinki is a lively, Nordic capital with a modern and international atmosphere. Finland's education system is renowned for its high quality

For more information about the position, please contact VP, Head of Support and Administration Christina Stenvall-Kekkonen or Senior Procurement Specialist Erik Holmqvist at +358 10 618 002. For general information about employment at NDF, please contact HR Business Partner Jenni Marko (+358 10 6180 351, jenni.marko@nib.int).

NDF collaborates with the Nordic Investment Bank (NIB) on administrative and personnel matters. Please submit your application including CV and salary expectations through [NIB's recruitment system](#) no later than **30 November 2018**.