



NORDIC
DEVELOPMENT
FUND



The Nordic Development Fund (NDF) is seeking a

Project Officer for the Nordic Climate Facility

The Nordic Development Fund (NDF) is the joint development and climate finance institution of the five Nordic countries - Denmark, Finland, Iceland, Norway, and Sweden - with a mandate to finance and facilitate climate investments, primarily in low-income countries in Africa, Asia and Latin America.

The Nordic Climate Facility (NCF) is a challenge fund set up and administered by NDF to facilitate financing of innovative climate change pilot projects. NCF financing is allocated on a competitive basis with calls for proposals arranged annually. Since 2009, seven calls for proposals have been organised and EUR 26.6 million has been allocated to 68 projects in Africa, Asia and Latin America.

The assignment as NCF Project Officer offers challenging and varying tasks in an international organisation. The Project Officer will be a key addition to the current two-person NCF team and will report to the NCF Manager under the overall supervision of the NDF Vice President for Operations. The position will be located at NDF offices in Helsinki, Finland and will be for a period of 18 months with a possibility for extension.

More information on NCF can be found at www.nordicclimatefacility.com

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Core Responsibilities

- Supporting all aspects of NCF management and delivery including:
 - ✓ Supervising and monitoring the implementation of NCF awarded projects, including but not limited to reviewing progress and financial reporting, assessing and approving project revisions, and conducting project visits;
 - ✓ Organising calls for proposals, including but not limited to: marketing, preparing guidelines and templates, screening proposals and conducting due diligence;
 - ✓ Reviewing grant agreements and checking their quality;
 - ✓ Preparing annual and quarterly reports;
 - ✓ Preparing communication and information material;
 - ✓ Organising and participating in workshops/seminars;
 - ✓ Other relevant tasks related to the day-to-day management of NCF.

Qualifications

- Master's Degree in a relevant field;
- A least three years relevant work experience in climate change financing, development cooperation, and/or private sector development;
- Direct experience from supervising and monitoring implementation of development projects;
- Experience in M&E and/or results-based management will be considered an advantage;
- Demonstrated understanding of climate change-related topics, including knowledge of adaptation and mitigation solutions;
- Understanding of the Sustainable Development Goals (SDGs);
- Experience working in a multicultural and international setting;
- Strong communication skills, including good interpersonal and team working skills. Ability to work independently and take initiative;
- Excellent oral and written communication skills in English. Knowledge of one Scandinavian language is desirable. Knowledge of French is considered an advantage.

What we offer

- An interesting and inspiring working environment in an international organisation in the heart of Helsinki;
- An opportunity to work with and make a contribution to the Nordic countries' efforts related to climate change and development;
- Numerous opportunities to learn on the job, step outside the comfort zone and take on new challenges in climate and development finance.

How to apply

NDF collaborates with the Nordic Investment Bank (NIB) on administrative and personnel matters. Interested and qualified applicants should submit an application and cover letter through the [NIB recruitment system](#) by 18 May 2018 at 4 PM Eastern European Time (EET). Candidates should indicate salary expectations in the cover letter.

Short listed candidates will be invited for interviews.

Enquiries concerning the position can be made to the NCF Manager, Emeli Möller, by email: emeli.moller@ndf.fi.