



**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.**

**NDF is seeking a PROJECT OFFICER to support the implementation of the Energy and Environment Partnership (EEP) Trust Fund.**

**EEP is a clean energy financing facility providing early stage and catalytic financing for primarily private sector-led clean energy projects in Southern and East Africa with focus on improving energy access for poor and disadvantaged households.**

EEP was established in 2010 with financing from the Ministry for Foreign Affairs of Finland (MFA Finland), the UK Department for International Development (DFID) and the Austrian Development Agency (ADA). It has supported more than 200 pioneering projects leveraging clean energy technology and innovative energy access business models to transform lives and livelihoods and promote the growth of a vibrant green economy across the region.

EEP is now poised for an exciting new chapter with a relaunch in January 2018 as a multi-donor trust fund under the overall leadership of NDF.

The Project Officer will report to the EEP Fund Manager under the overall supervision of the NDF Vice President for Operations and will be a key part of NDF's EEP Trust Fund delivery team as well as other aspects of NDF business.

The position will be located at NDF offices in **Helsinki, Finland** and will be for a period of three (3) years with a possibility for extension. Flexibility to travel up to 25% or more is required.

More information on NDF can be found at <https://www.ndf.fi/>

More information on EEP in its current phase can be found at <http://eepafrica.org/>

## **Core Responsibilities**

- Supporting all aspects of EEP Trust Fund setup, management and delivery including:
  - Donor coordination and engagement;
  - Supervision of consultants and work plan delivery;
  - Reviewing and quality checking grant financing agreements;
  - Preparation of Annual Reports and other reporting and communications materials including slides and presentations;
  - Planning, appraising, structuring and negotiating loan agreements with external stakeholders and preparing accompanying documentation;
  - Supervision and monitoring of projects in the field;
  - Organization of and representation at events in the Nordic region, Southern and East Africa region and elsewhere as relevant.

- Other tasks as assigned outside the scope of the EEP Trust Fund.

## **Qualifications, skills, experience**

- Advanced degree in a relevant field, with preference for candidates bringing specialization in development finance or international relations;
- At least three (3) years relevant work experience in development finance, international development, development finance law or similar space with preference for direct professional experience in a developing country setting;
- Direct experience with preparation, structuring and/or supervision of development finance operations is an advantage;
- Demonstrated understanding of the target region, clean energy trends and technologies and/or the Sustainable Development Agenda, Paris Climate Agreement and development outcomes are all advantages and should be well documented in the application;
- Experience working in a multicultural and international setting;
- Ability and enthusiasm for working flexibly, constructively and efficiently across disciplines, sectors and cultures and going outside the comfort zone;
- Enthusiastic, results-oriented, jack-of-all-trades, no-challenge-is-to-big mentality with the ability to take initiative and work independently;
- Strong passion for NDF's mission and highest levels of personal and professional integrity;
- Excellent oral and written communication skills in English;
- Working knowledge of one Nordic language is preferred; working knowledge of French or Portuguese may be considered an advantage.

## **What we offer**

An interesting and inspiring working environment in an international financial institution in the heart of Helsinki.

An opportunity to get in on the ground of a dynamic and change-making new initiative targeting a fast moving sector in an exciting region.

An opportunity to contribute in a tangible way to the Sustainable Development Agenda and Paris Climate Agreement.

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 **10 January 2018 at 16:00 Helsinki time**.

Candidates should indicate salary expectations and earliest possible start date in the cover letter.

Short listed candidates will be invited for interviews. Final selection is subject to available funding and approvals.