



Job Title: (Junior) Officer(s) in Mandate Services
Location: Luxembourg

Job ID: 103379
Full/Part Time

The **European Investment Fund (EIF)**, is seeking to recruit for its **Middle, Information & Back Offices Department – Mandate Services Division**, at its headquarters in **Luxembourg**, (**Job ID:** 103379),

(Junior) Officer(s) in Mandate Services

Appointment will be made on the basis of a fixed term contract of three (3) years.

This is a generic campaign in view of both current and possible future vacancies.

Purpose:

The incumbent(s) will define and implement the operational modalities related to EIF mandates with European Investment Bank, European Commission and Member States including the contribution to the origination of these mandates.

Operating Network:

The Officer(s) will report to the relevant Head of Units within Mandate Services and will work in close cooperation with other Officers. As appropriate, the Officer(s) could be requested to coordinate and support the activities of other colleagues. The incumbent(s) will work within a multidisciplinary team and in close cooperation with various EIF services.

Responsibilities:

- Contribute to the origination of EIF mandates focusing on the negotiation of operational aspects, in particular reporting, management fees, cash flows and distributions, with a view to optimize the mandate implementation;
- Implement and enhance processes and procedures to ensure quality, accuracy and timeliness of reports or mandates operations (management fees, cash flows distributions, etc.) in compliance with mandates and key stakeholders needs, in close cooperation with internal services;
- Manage client relationship in the mandate post signature lifecycle and ensure timely distribution of information to clients;
- Respond to ad hoc reporting requests, coordinate contributions, circulate for review to relevant stakeholders and collate feedback to facilitate robust content;
- Implement quality assurance processes to identify, resolve and prevent recurrence of errors;
- Contribute, if necessary, to governance tasks associated with the implementation of EIF mandates;
- Support data processing from an operational perspective as far as solutions, development and maintenance are concerned and actively contribute to user acceptance testing activities.

Qualifications:

- University degree, in Economics, Business Administration, Finance, Economics (preferable at postgraduate level);
- At least three (3) years' relevant professional experience in a position with similar responsibilities or in a middle office function, audit, fund administration, finance or banking role with significant exposure to client reporting functions;
- Exposure to loan guarantees, securitization, structured finance products and/or private equity investments;
- Previous experience in financial analysis, the interpretation of financial and legal documentation. Exposure to EU financial instruments and regulations would be an advantage;
- Experience with the Microsoft Office Suite and in particular, Excel. Some knowledge of reporting tools (e.g. SQL, Business Objects, SAS) would be an advantage;
- Excellent command of English, both written and oral. Knowledge of other European Union languages would be an advantage.

Competencies:

- Ability to work within tight deadlines, to respond swiftly and effectively to unforeseen situations in a client focused and high quality service environment;
- Well-developed analytical capabilities;
- Disciplined approach whilst maintaining creativity and lateral thinking for troubleshooting and problem solving;
- Sense of initiative and innovation in proposing solutions to issues;
- Excellent interpersonal skills for dealing with internal and external contacts;
- Capacity to develop the role and to adapt to the rapidly evolving needs of the EIF;
- Excellent organizational skills with ability to prioritize.

Deadline for applications: 10th September 2016

Applications are accepted ONLY via our portal: <https://erecruitment.eib.org>

* Due to high volume of applications, only candidates selected for interviews will be contacted.