



**European Bank**  
for Reconstruction and Development

**JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME Chiffre Nr. 2023-1-12**  
**JOB DESCRIPTION**

**Section 1 – Details**

**Job Title** Junior Professional Officer Analyst, DCF – Strategic Analysis

**Division** VP, Policy and Partnerships

**Department** External Relations and Partnerships

**Team** Donor Co-Financing (DCF)

**Reporting to** Associate Director DCF, Head of Pillar Bilateral Donors and SSF

**Location** Headquarter, London

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree)

**Section 2 – Background**

DCF leads on mobilising and managing donor funds in support of EBRD's operations, advisory and policy support to achieve strong development impact. DCF develops and maintains close and strong partnerships with EBRD's donor community, with both bilateral and multilateral donors, including the EU and the global climate funds. DCF manages EBRD's donor funds and develops policies and systems to organise the agenda across the EBRD. It follows trends in the international development finance space and donor community, engages in global policy debates and ensures the EBRD adopts best international development finance practice. DCF also organises events, strategic consultations with development partners, information-sharing fora with donors and also represents EBRD at external events. In addition to mobilising funding from a broad variety of bilateral and multi-lateral donors, DCF manages a portfolio of funds worth over EUR 3.3 billion. Within DCF, the bilateral donor pillar forges relationships and funding partnerships with a range of bilateral donors.

### **Section 3 – Purpose of Job**

Reporting to the Associate Director of DCF, the Analyst - provides analytical services to the DCF team, supporting the effective management of donor funds. They support relationships with bilateral donors analyse the use of donor funds in the EBRD, including requirements for new and potential funding opportunities.

### **Section 4 – Overall deliverables & responsibilities**

- Strategic Planning - Working with the associate director and across the pillar, the post holder will lead on establishing a portfolio of donor events, as a critical part of stakeholder management and Fund raising.
- Project Support – the Post holder, working to the associate director will provide project support on one multi-donor fund and a number of bilateral funds. This will include but not be limited to: Sharing OL's proposals with donors for consideration, using SAP to check fund financial statuses and coordinating with the senior officer for earmarks to be made, ensuring the timely request of TCRS input from OLs in line with the team's reporting schedule.

### **Section 5 – Knowledge, Skills, Experience & Qualifications**

#### **Qualifications:**

- **Master's degree** in Economics, Statistics, International Development or other relevant field.

#### **Experience:**

- This post will be well suited to a professional with some relevant work experience, especially with first hand exposure and experience in international development and international development finance. A strong understanding of bilateral and multilateral donors, as well as exposure to the work of IFIs/MDBs/DFIs, multilateral organisations or a bilateral government would be an advantage.
- This position requires someone who can work flexibly and independently, is a self-starter and can take initiative.
- Previous work in or knowledge of an IFI or MDB and/or UN organisation is an advantage.

#### **Communication:**

- Strong team worker with excellent interpersonal and communications skills to interact with internal and external stakeholders at different levels.
- Fluency in English, both written and verbal.

#### **Knowledge & Expertise:**

- Project Management experience.
- Knowledge of quantitative/numerical skills with the ability to interpret technical/financial information and to design and use financial models.
- Ability to write clear and comprehensive text for internal and external audiences.

- Ability to work effectively in a multi-cultural environment and in teams.
- Ability to navigate complexity and ambiguity.
- Attention to detail and ability to work with tight deadlines in a fast-pace environment.
- Excellent Excel and data analysis skills, including for reporting.
- Excellent knowledge of PowerPoint and other presentation software.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-12 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**