JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

JOB DESCRIPTION

Section 1 - Details

<table>
<thead>
<tr>
<th>Details</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Junior Professional Officer, Analyst</td>
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<tr>
<td>Functional Area/PMF Job Group</td>
<td>Banking and Investment Services</td>
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<tr>
<td>Team/Unit</td>
<td>Sustainable Infrastructure Debt Portfolio/Banking Portfolio, Banking Department</td>
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<tr>
<td>Responsible to / Line Manager</td>
<td>Director, SID</td>
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<tr>
<td>Location</td>
<td>Headquarter, London</td>
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<tr>
<td>Duration</td>
<td>2 years with possibility of extension for another year Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.</td>
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Please note that for participants of the JPO-Programme two years work experience are mandatory!

Section 2 – Purpose of Job

The Analyst contributes to all phases of post-signing project cycle, specifically implementation and monitoring.

The Analyst will take responsibility for the tasks assigned to him/her by the Portfolio Associate Directors (PAD) or Director in the SID team. Tasks may include undertaking comprehensive due diligence, including financial, market, integrity and EBRD policy compliance, as well as effective post-signing implementation and monitoring aspects of specific projects. The Analyst will also support the Team with the production of data and analytics as required.

The Analyst carries out these tasks as part of a team under supervision/guidance of the PAD(s).
Section 3 – Background

The post-signing project life-cycle involves several stages from implementation and monitoring until full completion and repayment. All the stages involve different tasks such as Technical Cooperation (TC) assignment management, project management, disbursement and loan administration and credit risk monitoring.

The role of the Analyst is to contribute, as a project team member, to implementation and monitoring of debt transactions within the Sustainable Infrastructure debt portfolio, and ensure effective implementation and monitoring in line with the Bank’s operational objectives. Under the guidance of the PAD(s), the Analyst performs those tasks assigned to him/her and provides support to the project team throughout the post-signing project cycle, with a particular emphasis on data gathering, reporting, fact checking and credit analysis.

Section 4 – Facts / Scale

Typically the Analyst will:

- Contribute as a project team member to implementation and monitoring of a number of projects each year;
- Carry out other relevant tasks assigned by more senior members of the project team or the PAD;
- Under the guidance of a PAD, communicate with other internal units in the Bank, client counterparts and other stakeholders;
- No budgetary responsibility;
- No direct reports

As at the end of 2018 the Sustainable Infrastructure Debt Portfolio consisted of:

- 630 debt operations (30% private/70% public) across the full EBRD region and three key business areas: Transport, Municipal & Environmental Infrastructure and Energy
- An active portfolio of EUR18billion (50% of total EBRD Debt Portfolio)
- Operating assets of 10billion (40% of total EBRD Debt Operating Assets)
- In the region of 200 transactional TCs, and approximately 250 public sector contract awards per annum
- Is staffed by 8 Senior Bankers, Portfolio Associate Directors each managing portfolios of 70+ projects

Section 5 – Accountabilities & Responsibilities

Under the guidance of a PAD/the Director

- Undertake assigned tasks relating to the implementation and monitoring of projects to which the Analyst is assigned, including ensuring compliance with project agreements and Bank procedures related to disbursements, waivers or amendments; monitoring of progress of the project and financial performance of the client; assessing evolving risk factors and raising these with the PAD; and monitoring and assessing covenant compliance performance
Review and/or prepare timely and comprehensive draft monitoring reports and include recommendations for corrective actions where required and ensure these corrective actions and recommendations are brought to the attention of the PAD;

Assist with the effective implementation and monitoring of TC assignments and/or physical implementation of the project as required for a specific set of projects.

The responsibilities of the Analyst are designed to allow the Analyst to progressively undertake more complex tasks and build the scope of responsibilities based on acquired experience and expertise.

Section 6 – Qualifications & Skills / Experience & Knowledge

Qualifications and Skills:

- **Master’s degree**
- Professional qualification such as ACA, CFA, ACCA, or CIMA desirable.
- Quantitative/numerical skills are critical with the ability to interpret financial information
- Credit analysis skills, with the ability to interpret accounts, understanding local and international accounting principles and practice of credit analysis.
- Computer literacy, conversant with Microsoft Office and spread sheet packages including financial analysis and modelling modules. Knowledge of data analytics software, such as Tableau, would be an advantage
- Ability to work effectively as a team member and to deadlines and under time pressure.
- Good written and oral communication skills in English.
- Good command of a local/country language from the EBRD region is an advantage.

Experience & Knowledge:

- Relevant financial industry experience from an investment or commercial bank, private equity firm, asset management firm, or auditing/financial consulting firm operating to international standards.
- Exposure to industry/country experience.

Section 7 – Challenges

- Managing multiple tasks to meet varying deadlines.
- Completing tasks to a high degree of accuracy.
- Working well as part of a multi-national team.

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