



European Bank
for Reconstruction and Development

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME Chiffre Nr. 2022-1-13

JOB DESCRIPTION

Section 1 – Details

Job Title	Junior Professional Officer
Band/ Functional Area/PMF Job Group	Donor Co-financing Department, External Relations and Partnerships
Team/Unit	Donor Co-financing Department
Responsible to / Line Manager	Team Director or Associate Director
Location	Headquarter, London
Duration	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

The Donor Co-Financing (DCF) department at EBRD, is the centre of the Bank's donor relationships. 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 practice. DCF also organizes events, strategic consultations with development partners, information sharing with donors and 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 grant funds worth over EUR 3.3 billion.

DCF has four Teams: the Policy, Strategy and Analysis team; the Bilaterals Team; the Multilaterals and Climate Funds Team; the Grant Unit and Reporting Hub. DCF works closely across the EBRD, with colleagues in Economics, Country Strategy, Banking, Corporate Strategy, and many other teams, supporting with the analysis and assessment of donor funds and designing strategies for improved delivery, ensuring that donor priorities are understood in the Bank and that the Bank's priorities are well understood by donors.

Section 3 – Purpose of Job

The JPO would have their institutional home within one of the Teams, in close collaboration with the other three teams, based on specific work streams. This includes work on data analysis; support with the preparation of internal and external DCF reports and products for our clients, the Board, donors, external organisations - e.g. other MDBs and DFIs; work on outreach to and events for donors to increase the amount of donor partnerships and to support fundraising and fund management tasks; liaise with teams across the EBRD on DCF matters, and many other tasks.

Section 4 – Facts / Scale

Typically:

- Contribute as a project team member to the preparation of reports, products for the clients and work on outreach to and events for donors.
- Carry out other relevant tasks assigned by more senior members of the project team.
- Communicate with other internal units in the Bank, client counterparts and other stakeholders.

Section 5 – Qualifications & Skills / Experience & Knowledge

Qualifications & Skills:

- **Master's Degree** in International Development/Relations, Economics, Business, Finance or other relevant degree.
- Strong quantitative/numerical skills with the ability to interpret technical/financial information.
- Knowledge of and interest in international development, development finance and donor relations.
- Ability to work effectively in teams in a multi-cultural environment.
- Attention to detail and ability to work to tight deadlines.
- Ability to prioritise appropriately and work with varying levels of guidance.
- Excellent knowledge of Microsoft Excel and PowerPoint; with Database, Tableau, SAP knowledge is an advantage.
- Fluency in English, both written and verbal, with an ability to write clear text for internal and external audiences.

Experience & Knowledge:

- 2 – 4 years of prior work experience.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-13 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de