

The European Development Finance Institutions Management Company (EDFI MC) is
hiring an
EU Mandate Officer

Who we are:

EDFI Management Company (EDFI MC) is an *EU-funded hub* to manage **innovative development finance solutions**.

EDFI MC operates on behalf of 15 European Development Finance Institutions (*DFIs*) to offer financial services to **sustainable development projects** led by the private sector in **emerging and developing economies**. EDFI MC's product portfolio includes investment solutions, co-financing vehicles, and risk-sharing instruments. All these financing instruments are designed to contribute to the *Sustainable Development Goals* and the *Paris Climate Agreement*.

Concomitantly, EDFI MC works in close operational cooperation with relevant DFIs and the EU throughout the investment process.

EDFI Management Company is a *multicultural* organization with over 40 employees located in Brussels. The staff consists of specialized investment professionals, relying on the support of various departments.

For more information, [visit www.edfimc.eu](http://www.edfimc.eu)

Your mission:

The EU Mandate Officer (a new position), will play a role in supporting the EU Mandate team to prepare, design and negotiate new EU mandates in the area of Technical Assistance, EU Blending and EFSD+ guarantees and provide support to other departments EDFI MC who will eventually implement these mandates.

Key responsibilities:

- Support the EDFI MC Business Development Team's mandate negotiation on new EFSD+ external action guarantees, Technical Assistance and EU Blending.
- Support the development and implementation of EDFI MC EU mandate management and EU mandate acquisition, participating as necessary in the research and identification of new opportunities of collaboration with the EU;
- Support the preparation and the implementation of the application and contracting process for new mandates, as well as amendments to existing mandates, with the European Commission, working closely with EDFI MC's legal and operational teams.
- Data collection and analysis, handling data enquiries
- Preparing briefing notes and project updates
- Support the preparation and presentation of internal approval documentation related to EU mandates;
- Support and monitor the implementation, amendments and completion of these mandates;
- Participate in internal and external meetings, monitor discussions and financing plans, to warrant alignment between the European Commission and EDFI MC;
- Build working relationships with the European Commission to explore and identify opportunities, in close cooperation with EDFI Association and its members' development finance institutions;

- Coordinate and build working relationships with EU Delegations on a variety of issues relevant to the design and implementation of EU mandates by EDFI MC;
- Work closely with EDFI colleagues to provide expertise and input for their interactions with the European Commission, including regular coaching and advice.
- Given the ability to negotiate new mandates, readiness to cooperate on implementation.
- As a complement to new mandates acquisition, research capacity regarding sustainable development, EU cooperation policy outlook and similar matters.

Required skills and experience.

Essential:

- Degree in business administration, economics, finance, law or international/EU studies
- 3 - 5 years of relevant work experience in a similar mandate/project development role.
- Interested in international and EU affairs and working in multi-cultural environments.
- Experience of working for or closely with the EU institutions, notably the European Commission, and DG INTPA and/or DG NEAR.
- Professional interest in development finance, emerging and developing markets.
- Excellent written and oral communication skills in English
- Meticulous, detail oriented. and efficient problem-solving capabilities
- Financial analysis / corporate finance skills / analytical skills.
- Team player, service-minded, strong interpersonal and communications skills and ability to negotiate.

Desirable:

- Multi-lingual individual - French/Dutch/Spanish/Italian are advantageous.
- Experience of working in a position of EU regulatory analysis, preferably in an EU institution, business association, representative office, consultancy etc.
- Research capacity in of development finance or international economics/relations.

What we offer

- A dynamic and international environment in collaboration with passionate people
- An impactful work in direct contact with entrepreneurs and developing countries.
- A full-time employment contract with EDFI MC based in Brussels.
- Compensation in line with bilateral development finance institutions.
- Possibility of homeworking 2 days per week.

How to apply

Send your CV and cover letter in English to Olivier Moyens through hr@edfimc.eu.

The cover letter shall clearly outline your motivation and availability.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

The EDFI Management Company (EDFI MC) was established in 2016 on behalf of 15 European Development Finance Institutions (DFIs). Since 2021, EDFI MC is owned by nine EU pillar assessed DFIs and the EDFI Association in equal shares. EDFI MC delivers innovative development finance solutions that enable European DFIs, development banks and private sector investors to increase the scale and impact of their work. The company focuses on business models, technologies, and geographies where other investors have not been able to operate at the desired scale given their resources and investment criteria.