

The European Development Finance Institutions Management Company (EDFI MC) is looking forward to further strengthening its Legal and Compliance Team by hiring a

## Paralegal

### 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:

You support the company in all corporate housekeeping tasks and Legal matters. You will report to EDFI MC General Counsel.

### Key responsibilities:

- Assist in day-to-day tasks related to legal matters, regarding EDFI MC's investments, financings and other activities.
- Assist the Company Secretary, in particular, prepare all board and committees meetings, draft the relevant agendas and minutes and liaise with the management team and board of directors.
- Perform and follow-up of legal publications and filings.
- Be the first point of contact and handle all internal legal requests in the context of Know Your Customer (KYC) /Anti-Money Laundering (AML) matters in respect of our investments.
- Perform or assist with internal/external trainings or presentations, i.e. ensure that the Legal team and the company remain up-to-date and give/help preparing internal presentations to deal teams

### Required skills and experience:

- A professional Bachelor in Legal Practice or an academic bachelor in Law degree or a degree in business management option paralegal studies
- or**
- minimum 3 years of relevant professional experience in a law firm, corporate department, notary public, financial institution or other relevant experience.
  - Fluent in English & French (Dutch is a plus).
  - Proficient with the Microsoft Office suite including Word, Excel and Outlook.
  - Excellent written, verbal and interpersonal communication skills.

- Well-organized, committed to deliver quality work with a strong sense of responsibility and attention to details and deadlines.
- Pro-active and flexible mindset, willingness to work in team.
- Familiar with legal terminology
- A good sense of humor.

**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](mailto: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.