

***NORDIC DEVELOPMENT FUND (NDF)** is a multilateral development finance institution established in 1989 by the Nordic countries - Denmark, Finland, Iceland, Norway, and Sweden. We provide financing to climate change projects in low-income countries in Africa, Asia and Latin America. Our financing is primarily done through co-financing with other development finance institutions and Nordic bilateral development organisations and agencies. We are an international team of 19 employees located in the heart of Helsinki. The main working language is English. For more information, please visit NDF's home page, www.ndf.fi*

NDF now seeks to recruit a

PROCUREMENT SPECIALIST

Your main responsibilities as Procurement Specialist are to

- Work on procurement processes in all sectors of the NDF portfolio.
- Review procurement-related documents and processes.
- Provide guidance, support and training for Program Managers in procurement related tasks.
- Participate, where necessary, in procurement-related capacity-building in NDF partner countries.
- Improve and update procurement-related policies and tools at NDF including those related to corporate procurement.
- Participate in the identification and development of climate change projects for NDF financing, as well as carry out implementation and monitoring tasks for the existing project portfolio.

We expect that you have:

- At least a Master's Degree in a relevant field.
- In-depth knowledge of procurement processes and regulations, which govern international procurement.
- A minimum of five years of relevant experience in international development cooperation or an international finance institution, preferably involving project design and management.
- Strong communication skills, including solid negotiation and interpersonal skills as the position requires frequent contacts with authorities of NDF's partner countries, co-financing agencies and other project stakeholders.
- Excellent oral and written command of English and solid working knowledge of one of the Scandinavian languages.

In addition, we value:

- Knowledge of climate change issues as well as experience in environmental projects.
- Working knowledge of French and/or Spanish.
- A genuine interest in working in an international development context.
- Pro-activeness and team spirit.

We offer you:

- Challenging and varying tasks in the field of development finance.
- A dynamic working environment within an international organisation.
- A two-year contract with possibility for extension.

For more information about the position, please contact VP, Head of Support and Administration Christina Stenvall-Kekkonen or Senior Procurement Specialist Erik Holmqvist at +358 10 618 002. For general information about employment at NDF, please contact HR Business Partner Jenni Marko (+358 10 6180 351, jenni.marko@nib.int).

NDF collaborates with the Nordic Investment Bank (NIB) on administrative and personnel matters. Please submit your application including CV and salary expectations through [NIB's recruitment system](#) no later than **15 October 2018**.