

The Nordic Development Fund (NDF) is seeking a

## **Project Officer for the Nordic Climate Facility**

The Nordic Development Fund (NDF) is an international financing institution focusing on development and climate change projects and programmes in low- and middle-income countries. The Nordic Climate Facility (NCF) is a challenge fund set up and administered by NDF to facilitate financing of innovative climate change pilot projects. NCF financing is allocated on a competitive basis with calls for proposals arranged annually. Since 2009, six calls for proposals have been organised and EUR 29.7 million has been allocated to 72 projects in Africa, Asia and Latin America.

The assignment as NCF Project Officer offers challenging and varying tasks in an international organisation. The position is based in NDF's office in central Helsinki and is hired for a period of two years with a possibility for extension. The Project Officer will report to the Vice President in charge of operations.

### **Tasks of the NCF Project Officer**

The NCF Project Officer will support the NCF Manager in the day-to-day management of the challenge fund and will be involved in the following tasks:

- Organising the calls for proposals including marketing, preparing guidelines and templates, screening proposals, due diligence and contracting;
- Supervising and monitoring the implementation of the NCF awarded projects;
- Preparing reports and reporting progress of NCF to NDF's Board of Directors, NDF's management and other stakeholders;
- Preparing communications and information material,
- Organising and participating in workshops/seminars as well as networking with relevant stakeholders;
- Other relevant tasks related to the day-to-day management of the NCF.

### **Qualifications**

- Master's Degree in a relevant field;
- A minimum of three years relevant work experience in international development cooperation, preferably involving project development and management;

- Experience in climate finance, private sector development, results-based management and/or challenge funds will be considered an advantage;
- Experience from working at country level in low-income countries will be considered an advantage;
- Strong communication skills, including good interpersonal and team working skills. Ability to work independently and take initiative;
- Excellent oral and written communication skills in English. Knowledge of one Scandinavian language is desirable. Knowledge of French and/or Spanish is considered an advantage.

### **What we offer**

- An interesting and inspiring working environment in an international organisation in the heart of Helsinki;
- An opportunity to work with and make a contribution to the Nordic countries' efforts related to climate change and development;
- The possibility to work closely together with experienced colleagues within different expert areas in development and climate change financing.

### **Application**

A free-form application and CV together should be sent by e-mail to [jobapplications@ndf.fi](mailto:jobapplications@ndf.fi) no later than 18 December 2016. Shortlisted candidates will be invited to an interview.

Enquiries concerning the engagement can be made to the NCF Manager, Emeli Möller, by email: [emeli.moller@ndf.fi](mailto:emeli.moller@ndf.fi).

More information on NCF can be found in <http://www.ndf.fi/project/nordic-climate-facility-ncf>