

NORDIC DEVELOPMENT FUND (NDF) is a multilateral development finance institution established in 1989 by the Nordic countries - Denmark, Finland, Iceland, Norway, and Sweden. NDF provides financing to climate change projects in low-income countries in co-operation with multilateral development banks and other institutions.

The current Chief Counsel & Vice-President (Support Functions and Administration) is moving on to new international challenges in the field of development and climate finance.

NDF is looking for a

Chief Counsel / Head of Support Functions and Administration

NDF offers a position with challenging and varying tasks in a stimulating working environment in its office in central Helsinki. The position requires a fair amount of travelling. NDF offers a two year contract with the possibility for extension or to be made permanent. The expected start date is as soon as possible.

Tasks

The Chief Counsel / Head of Support Functions and Administration will:

- Have overall responsibility for the legal matters of the Fund;
- Have overall coordination of all support functions, institutional and administrative issues of the Fund;
- Review and prepare legal documents required by the Fund in relation to its operations, including financing agreements, consultancy agreements, Memoranda of Understanding etc., and ensure they are coherent with best practice and the legal framework of the Fund;
- Assist in reviewing project proposals and provide input in relation to legal structures and potential risks in the proposals;
- Provide legal support on various issues in relation to projects under implementation;
- Cooperate and provide legal support to other functions relating to the Fund's operations (procurement, financial administration etc.);
- Review and prepare legal documents and provide advice on administrative and institutional matters to ensure compliance with the legal framework of the Fund;
- Coordinate and develop the Fund's work on integrity and anticorruption, including being Chair of the Anti-Corruption Committee;
- Function as secretary to the Board of Directors;
- Assist in developing internal controls and procedures;
- Cooperate with legal counsels in other international financial institutions on common matters and, where needed, instruct and liaise with external counsels; and
- Other possible tasks under the direction of the Managing Director

Qualifications

The successful candidate should have:

- Law degree;
- Several years of experience of handling a broad variety of legal matters;
- Professional knowledge of, and relevant experience from, working with international financial institutions and/or development or climate finance operations;
- Ability to work independently, prioritise and meet deadlines;
- Managerial capacity and interest to assume other (non-legal) responsibilities in the organisation, in a supervisory role;
- Excellent command of English and one of the Scandinavian languages.

The position reports to the Managing Director of the Fund.

Application

A free-form application and CV together with a monthly remuneration expectation should be sent by e-mail to jobapplications@ndf.fi **no later than 25 August 2016**. Shortlisted candidates may be invited to an interview.

More information about NDF can be found on www.ndf.fi