



**NORDIC  
DEVELOPMENT  
FUND**

***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 and lower middle-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 17 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](http://www.ndf.fi)*

NDF is seeking a

## **TRAINEE**

to join the team for a period of approximately twelve months (depending on timing for start of work). The work is conducted on an hourly basis, approximately 2-3 days/week starting during the summer of 2018.

The main responsibility is to help with the daily work in the office. The tasks include e.g., archive-work, copying, organising and coordinating meetings, preparing presentations and other communication-related tasks. In addition, the job includes assisting colleagues in the office with various other tasks related to their work.

The position requires fluent command of English and good command of one of the Scandinavian languages. Other language skills would be an asset. Qualities such as pro-activeness and flexibility, good organisational and cooperation skills, and ability to handle stress are appreciated. We also expect the trainee to have very good knowledge of Microsoft Office tools. Experience in working with Drupal, updating home pages or working with other open source publishing system platforms will be to the advantage of the applicant.

NDF collaborates with the Nordic Investment Bank (NIB) on administrative and personnel matters. Please submit your application through [NIB's recruitment system](#) **no later than 13 June 2018**.

**Please note that the screening of applications and the interview process will start immediately, so we recommend that you submit your application as soon as possible.**