



Job Title: Graduate (GRAD)

Full/Part time

Job ID: 103651

Location: Luxembourg

The **European Investment Fund** in the framework of its GRAD programme is seeking to recruit for its **Equity Investment/Equity Investments-National Promotional Institutions Division (EI/NPI)**, at its headquarters in **Luxembourg**, a

Appointment to this GRAD position is for a period of 2 years

Purpose:

Within the Equity Investment/Equity Investments-National Promotional Institutions division, the GRAD will contribute to the implementation of a specific project, which entails exploring options to establish an Equity Investment Facility in cooperation with National Promotional Institutions, as part of the EFSI Strategy.

Accountabilities:

Under the direct supervision of the Manager in charge of the project, the GRAD will participate to all tasks related to the implementation of the exploration phase of the project as follows:

- Assistance in drafting notes for all relevant stakeholders;
- Financial modelling, financial structuring notably using Excel;
- Assistance in governance design;
- Preparation of presentation materials;
- Attendance to working meetings with a range of stakeholders including a.o the European Commission and the European Investment Bank; note-taking and preparing summaries of discussions and decisions taken during meetings;
- Preparation of all necessary internal and external documentation (notes, presentations, internal decision-making, public announcements etc.).

Qualifications:

- University degree in Finance, Economics or related fields;
- Knowledge of EIF's mission and activities would be an advantage;

- Prior experience in SME related finance (e.g. financial or government institutions) would be an asset;
- Proficiency in MS Office tools (Word, Excel, Outlook);
- Fluency in English (written and spoken). Additional knowledge of further EU languages would be considered an asset;
- Your work experience must be limited to a maximum of two years, excluding summer jobs and internships.

Competencies:

- Good drafting and synthesis skills;
- Flexibility and adaptability to change;
- Initiative and problem solving attitude;
- Excellent interpersonal skills, including diplomacy;
- Eagerness to learn;
- Details focused;
- Ability to work efficiently and autonomously within a team;
- Ability to work reliably and accurately under pressure.

Deadline for applications: 29th November 2016

Applications are accepted ONLY via our portal: <https://erecruitment.eib.org>

* Due to high volume of applications, only candidates selected for interviews will be contacted.