



Job Title: Transaction and Relationship Officer

Full/Part time

Job ID: 103186

Location: Luxembourg

The **EIF, the European Investment Fund**, is seeking to recruit for its **Guarantees, Securitisation and Microfinance Department (GS&M)**, at its headquarters in **Luxembourg, (Job ID: 103186)**.

Transaction and Relationship Officer

Appointment will be made on the basis of a fixed term contract of three (3) years.

Purpose:

The incumbent assumes responsibilities for the origination, appraisal and execution of guarantee transactions covering portfolios of new loans to SMEs and Master Students. Transactions will relate to the COSME Loan Guarantee Facility (COSME LGF), the Erasmus+ and the new Cultural and Creative Sectors guarantee facilities.

Operating Network:

The Transaction and Relationship Officer reports to the Head of the EU Guarantee Facilities Division, who in turn reports to the Head of Guarantees, Securitisation and Microfinance Department.

Responsibilities:

- Under the supervision of more senior team members, the incumbent performs in-depth analysis of new portfolio guarantee transactions covering qualitative and quantitative aspects relating to the new portfolio to be guaranteed, both in terms of credit risk assessment (incl. expected loss) and in terms of EU program objectives and requirements;
- Contribute to the negotiation of guarantee transactions (incl. legal documentation);
- Draft transaction requests for approval by EIF's Board of Directors, due diligence reports and other internal notes in English;
- Build and manage relationship with public and private guarantee institutions as well as promotional and commercial banks, and ensure post-signature commercial follow-up;
- Represent EIF in the wider SME and student promotional finance community and actively monitor market developments in these financing areas.

Qualifications:

- University degree, preferably at post-graduate level, in finance, business administration or a related subject;
- At least 3 years' relevant professional experience;
- Exposure to an SME promotional environment in a guarantee institution or in a promotional or commercial bank would be an advantage;
- Good commercial understanding of the economic drivers of guarantee transactions, ideally in the field of SME or student financing;
- Good understanding of EIF's mission and activities as well as its political and operating framework;
- Excellent knowledge of English both oral and written. Good knowledge of other European languages, in particular Italian, would be an advantage;
- Proficiency in computer applications

Competencies:

- Good drafting and synthesis skills;
- Strong interpersonal/negotiation skills and ability to deal with clients and internal counterparties at all levels;
- Analytical skills and ability to make sound judgments;
- Ability to produce clear and concise notes and reports;
- Team player with good sense of humour;
- Ability to work efficiently under tight deadlines;
- High motivation, resilience and pro-activity.

Deadline for applications: 27/09/2016

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.