

Job Description

Job Title	AITF Coordination and Reporting Officer European Investment Bank	Job ID 101943
Entity		
Location	LU - Luxembourg	Full/Part Time Full-Time

The EIB, the Bank of the European Union, is looking to recruit for its **Operations Directorate (Ops) – Operational Strategy Implementation and Mandate Management Department (OSI-MM)** [EU](#) Trust Funds and Blending Division (TFNBD) - EU-Africa Infrastructure Trust Fund Unit (EU-AITF), at its headquarters in Luxembourg, an:

AITF Coordination and Reporting Officer

The term of this contract will be 4 years

The EIB offers fixed-term contracts of up to a maximum of 6 years, according to business needs, with a possibility to convert to a permanent contract subject to organisational requirements and individual performance.

Candidates should be aware that, due to the Ops Reorganisation, the scope and content of the role, or elements thereof, may change

Purpose

The EU-Africa Infrastructure Trust Fund is a multi-sector, multi-donor trust fund managed by the EIB. The EIB also hosts the Secretariat of the Trust Fund, which is a unit in the Trust Funds and Blending Division, but nonetheless reports principally to the EU-AITF donors.

For more information on the Fund, please visit <http://eu-africa-infrastructure-tf.net/index.htm>

The principal purpose of the Coordination and Reporting Officer role is to carry out the monitoring of the results of existing AITF grants and projects in close co-operation with the EU-AITF's multiple financiers as well as advising the financiers on the formulation of new grant requests.

Operating Network

The successful candidate will report to the Head of Secretariat (Head of Unit) and will be working closely with the rest of the team.

He/she will have regular contacts with project officers at the national or supranational financing institutions forming the Project Financiers' Group, especially EIB, AFD, KfW, AfDB and PIDG as well as with policy officers of the donors, especially the European Commission.

Accountabilities

- Coordinate, conduct and further develop the monitoring of the outputs and outcomes of supported projects in the context of the EIB's results measurement framework
- Produce the semi-annual Monitoring Report independently including the collection of data from financiers, quality control and drafting.
- Provide support to financiers in the process of their grant request and ensure a first quality check of the grant submission documentation including checking and advising on the coherence of results indicators to enable their aggregation in the Monitoring Reports.
- Liaise with project sponsors, EU delegations and other interested parties to support applications for EU-AITF funds

- Provide ad-hoc reporting and statistical analyses in respect of operations to the Executive Committee and to individual donors
- Contribute to the drafting and lay-out of the Annual Report of the EU-AITF in cooperation with the Manager (communication department)
- Extract and update data in the EU-AITF's Access-based database
- Prepare and participate in the meetings of the governing bodies of the EU-AITF including the production of supporting documents and minutes as necessary
- Follow-up on the implementation of decisions of the Executive Committee
- Participating in other events and representing the EU-AITF as necessary

Qualifications

- University degree, preferably in Economics or a scientific/technical discipline related to one of the sectors of the EU-AITF
- At least 3 years of relevant professional experience preferably gained in an international organisation and/or institution focusing on emerging markets and/or development
- Experience of project monitoring and reporting on progress and outcomes of projects and knowledge of results chains.
- Knowledge of infrastructure project appraisal, including cost-benefit and risk analysis, would be preferred
- Very good knowledge of MS office tools such as Word, Excel, Powerpoint and, ideally, Access
- Knowledge of content management systems such as Cascade Server
- Excellent knowledge of English and French (*). Knowledge of other EU languages would be an advantage

Competencies

- Analysis and problem solving skills
- Initiative
- Teamwork
- Strong oral and written communication skills
- Flexibility and adaptability
- Results-focus
- Ability to organise and prioritise

() There may be certain flexibility on this requirement, but limited to particularly suitable candidates who may not yet be proficient in one of the two languages. If selected, such candidates will be hired on the condition that they build up rapidly knowledge of the relevant language and accept that their future career in the EIB may be subject to the attainment of sufficient proficiency in both of the Bank's working languages*

Deadline for applications: 19 March 2015

We believe that Diversity is good for our people and our business. We promote and value diversity and inclusion among our staff and candidates; irrespective of their gender, age, nationality, race, culture, education and experience, religious beliefs, sexual orientation or disability.