



European Bank
for Reconstruction and Development

JOB DESCRIPTION

50023916

Section 1 - Details

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| Job Title | Grant Unit Analyst, Sustainable Infrastructure Business Group, Banking (JPO) |
| Band/Functional Area/PMF Job Group | 5/Banking/Investment Services |
| Team | Grant Unit, Sustainable Infrastructure Project Preparation and Policy Unit (SI3P), Sustainable Infrastructure Business Group (SIG) |
| Responsible to / Line Manager | Associate Manager |
| Direct Reports | None |
| Location | HQ – London |
| Date Prepared | November 2020 |

Section 2 – Purpose of Job

The Analyst's main responsibility is to coordinate and manage the SIG's grant business related to Technical Cooperation (TC) and co-investment grants for the allocated region/countries. The Analyst will work alongside Operation Leaders during the structuring phase of investment projects and contributes to the structuring and approval processes of grants supporting investment projects. The analyst will also ensure appropriate implementation of grants supporting SIG's business.

Section 3 – Background

SIG delivers approximately 100 signed projects per year in the power, energy, transport, social infrastructure and municipal infrastructure sectors, for a total of around EUR 4.0 billion in annual business volume, supported by approximately 200 technical cooperation activities each year. SIG also carries out various policy dialogue activities related to key sector issues, that seek to unlock greater potential for commercialised and provide-sector led projects in the sector. The SI3P Grant Unit is responsible for supporting the SIG's grant business of around EUR 250 million per year.

Section 4 – Accountabilities & Responsibilities

Coordination of the team's grant funded activities for the allocated country/region as follows:

- a) In conjunction with the Regional Grant Manager and Donor Co-financing unit prepare annual needs assessment, maintain pipeline and secure the funding needed for SIG's grant funded projects;
- b) Oversee the use of the funds secured, identify and resolve issues if needed;

- c) Support donor fund origination for the relevant country/region including preparing funding application to donors.
- d) Actively contribute to and manage the preparation of TA assignments and the approval process;
- e) Contribute to internal project approval documentation for approval to the relevant EBRD committees; ensure that all grant related issues are followed-up so in order to secure final approval.
- f) Review TA related information in Group submissions for approval by Operation Leaders of investment projects;
- g) Ensure that results related to grant approvals in submissions reflect EBRD's standard results framework
- h) Manage the portfolio of grant funded projects and highlight any issues/risks to the relevant lead banker/director responsible for the region/country
- i) Oversee donor reporting and ensure reports prepared by Operation Leaders to Donors are of adequate quality prior to submission

Section 5 – Knowledge, Skills, Experience & Qualifications

- Master's Degree from a leading university in the country of education (preferably in finance, economics or sustainable development)
- Ideally a couple of years of relevant experience in the areas of, either in a Financial institution, international aid organisation, philanthropist or foundations awarding grant resources. Relevant working experience does not necessarily have to cover grant management but can be in related roles such as finance, procurement, legal or project management areas.
- Experience in working with Development Aid and knowledge of different delivery mechanisms related to grant funds in IFIs is highly advantageous
- Experience in the financial sector/banking would be an advantage
- Understanding of the infrastructure sector and knowledge of the EBRD region advantageous
- Excellent organisational skills
- Proficiency in MS Office package, in particular Word and Excel.
- Strong numerical skills and attention to detail.
- Proven written (report and summary writing, correspondence, presentations) and verbal communication skills. Working knowledge of any other EBRD language will be an advantage.
- Fluency in English, both written and spoken, is essential.

Section 6 – What we offer

- The EBRD is investing in changing people's lives from central Europe to Central Asia, the Western Balkans and the southern and eastern Mediterranean region. With an emphasis on working with the private sector, we finance investments, engage in policy dialogue and provide technical advice which fosters innovation and builds modern economies that are competitive, well-governed, green, inclusive, resilient and integrated. This is an opportunity for you to gain and develop your career within the world of multilateral development banking.
- Through this role you will gain experience of working with banking teams and as a team member contribute to the structuring and implementation and monitoring of grant funded projects. The role will provide an excellent insight into development finance specifically in the Sustainable Infrastructure Sector.
- EBRD staff work with businesses, financial institutions, governments, civil society groups, and others across the EBRD region and beyond, providing finance, technical advice and policy dialogue.
- Working at EBRD offers the opportunity to work with markets to deliver better economic, social and environmental outcomes, including combatting the global climate challenge and promoting low-carbon and climate-resilient economic development.