

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Section 1 - Details** | |
| Job Title | Analyst (multi-donor funds), DCF |
| Band/Functional Area/PMF Job Group | Donor Partnerships |
| OTE/NOTE | Fixed Term Contract (2 years), with the possibility of extension |
| Team | Bilateral Donor Relations, Multi-Donor Funds and SSF |
| Responsible to / Line Manager  *This should be a role title, not a named individual.* | Principal, Multi-Donor Funds |
| Direct Reports  *This is about scope of the role. Please include job titles and the reporting relationship.* | None |
| Location | London HQ |
| Date Prepared | June 2023 |

|  |
| --- |
| **Purpose of Job** |
| This post is focused on multi-donor funds and potentially bilateral relationships in the Middle East (SEMED) region including West Bank & Gaza (WB&G). As well as day to day project management tasks on the relevant funds, they will have the opportunity to input into annual reporting and wider strategic decision making on the funds. They will also have the opportunity to support wider stakeholder management and the proactive building of donor relationships – including, but not limited to: OPEC, Government of Egypt, UAE and possibly Iraq. The post holder will work in close relation with at least one Principal Manager. |

|  |
| --- |
| **Background** |
| EBRD’s business model is increasingly reliant on access to donor funds and donor expertise. Financial resources from donors for technical cooperation and other grant or concessional instruments are also a crucial component to help the Bank to deliver on its transition mandate. Donor Partnerships is the EBRD focal point for mobilising and managing donor funds and works as a catalyst, working closely with other departments in the Bank, and ensures that donor priorities are well understood in the Bank and that the Bank’s priorities are well understood by donors. |

|  |
| --- |
| **Facts and Scale** |
| EBRD mobilises on average between EUR 600-800 million per year in donor support covering a range of instruments and works with some 50 different donors. Record amounts of resources were mobilised for Ukraine in 2022 (some EUR 1.2 bn) with significant fundraising expected to continue also in 2023  EBRD works with more than 250 different donor funds, most of which are project or donor specific. It manages around 11 multi-donor funds focusing on different regions or themes.  The post holder will provide support to several multi-donor funds, that each receive funding from doors and NIA and thus allocate a similar level of funding to new EBRD projects. Interesting work on the future strategy will be done on these funds and how best to continue to align them to EBRD’s approach.  The post holder will contribute to a weekly review of new projects, quarterly financial checks on each fund and annual reporting.  The post holder will play an important supporting role for annual reporting of each fund and the organisation of an annual donor meeting per fund.  The post holder will not have any direct reports. |

|  |
| --- |
| **Responsibilities and Accountabilities** |
| **Fund management responsibilities**:   * Process and monitor requests for funding and approvals for the funds; * Support the Principal Manager (“Fund Manager”) with the coordination and management of the WB&G / SEMED Funds and relevant bilateral Funds. Prepare background material, analysis and statistics, decision-making material, presentations and assist with Board material; * Review projects in the system, ensure processes has been followed and earmarks raised. In conjunction with the Fund Manager, revise budgets, monitor financial expenditures and project/fund closures; * Support events management and coordination for donor assemblies, workshops in HQ and locally. * Support engagement with potential new partners, through the preparation of presentations and other data. * Subject to the trajectory of the SEMED funds, the post hold may be asked to take on the management of an additional fund.     **Data analysis and dissemination:**   * Liaison with data providers from other departments/units within the EBRD to ensure full coverage of donor and grant-related data and its accuracy; * Have a lead role in the analysis of data and production of analytical information for senior decision making and effective presentation of the role of grants in EBRD; * Participate as a team member in processes where Donor Partnerships is engaged that relies on analysis; * Respond to information queries from within and outside the Bank on donor-related data – if required.     **Analysis of development/donor landscape:**   * Provide background research on existing and emerging key donor policies, statistics and trends impacting the EBRD work in WB&G and the SEMED region; * Any other analysis related to the Bank’s need and use of grants and donor funded resources.     **Reporting:**   * In coordination with the Principal Manager / team head, ensure timeliness and quality of donor reporting. This includes gathering of information, consolidation, editing, layout and branding of all required reports on contributions to SEMED and WB&G and all other bilateral reports. In reviewing the reports, ensure compliance with donor requirements, quality of data and systematic results-based reporting. Include donor report feedback form in all donor reports sent and review donor reports checklists; * In collaboration with the Communications Department, support donor visibility/communication materials requirements. Collect visibility and communications materials, including success stories; * Support the preparation of fund and projects reports and relevant background material and data analysis. * Prepare briefing notes, input to donor visits; * Contribute to the preparation of both ad hoc and annual Donor Partnerships products on grant use such as the Annual Donor Report and the Funding Outlook. |
|  |

|  |
| --- |
| **Knowledge, Skills, Experience & Qualifications** |
| **Skills:**   * **Agreement Management** – The post holder will have experience of donor agreements and donor funds and understand how fund rules and agreement requirements govern use of funds. * **Project Support** – The post holder will work with teams across the Bank to facilitate the process of funds being allocated to projects and then reported on.      * **Financial Understanding** – The post holder will use financial systems (SAP) to process financial decisions (creating earmarks, closing earmarks etc) and have the ability to run reports to enable oversight of the funds being managed. * **Results Measurement** – The post holder will facilitate results management, by coordinating input to reports from other parties. The post holder will analyse and present project specific and aggregate results in line with the Bank’s approach for results-based reporting. * **Communication skills** – The post holder will communicate effectively with donors from a diverse range of countries. Written and verbal skills are critical, in English and ideally an additional EBRD language. * **Team Work** – All aspects of this role require collaboration with team members in Donor Partnerships and across the Bank. The post holder will build respectful and collaborative relationships with staff in many different departments. They will be a supportive colleague and a flexible and enthusiastic worker. * **Qualification and Experience:** * Graduate degree (Masters) in economics, finance, social science or equivalent; * 2-3 years’ experience in a relevant sector and an understanding of the project management cycle; * An interest in development assistance / finance; * An understanding of banking and accounting, including the types of activities EBRD engages in; * Knowledge of EBRD’s region of operations an advantage * Attention to detail * Strong interpersonal skills * Strong organisational skills and ability to work on own initiative, as well as in teams; * Strong numerical and analytical skills; * Very strong verbal and written communication skills; * Fluent English, both written and spoken. * Computer literate: SAP, TCRS, Data Warehouse, full suite of Windows Packages |

|  |
| --- |
| **Challenges** |
| * The post holder will need to build contacts across the Bank to support their work. * The cycle of work fluctuates – with busy times ahead of annual meetings and year end. |

|  |
| --- |
| **Behaviours** |
| * The ideal candidate for this role is someone who is interested in development finance and working with donors. They will have a strong attention to detail and interested in results-based management of funds. * The candidate will need to be positive, proactive and solution focused in what can be a fast-changing environment. The candidate must contribute positively to the overall team spirit in a multicultural environment. |