

**NETWORK COORDINATOR  
Network of European Financial Institutions for SMEs (NEFI)  
Brussels, Belgium**

**(part time)**

NEFI, a network of leading European National Financial Development Promotional Institutions, is recruiting a motivated Coordinator to lead its Brussels-based Secretariat. The NEFI Coordinator works in close cooperation with the NEFI members.

**RESPONSIBILITIES**

The Coordinator will be responsible for:

* Daily monitoring and research on topics interesting to NEFI;
* Communication of relevant information to NEFI members;
* Preparation and coordination of papers and other relevant materials for the communication with EU institutions;
* Attending workshops and other meetings on behalf of NEFI and reporting to NEFI members thereafter;
* On specific occasions, speaking at events or meetings on behalf of individual NEFI members or on behalf of NEFI in accordance with the NEFI members;
* Preparation, attending and follow-up of NEFI meetings, workshops and projects, in cooperation with the host of the meeting (currently up to five meetings p.a. in different Member States);
* Updating the NEFI homepage (typo 3), intranet and brochure;

**PROFILE - SKILLS AND QUALIFICATION**

* Bachelor or Master or comparable degree, background in Finance, Business and/or Economics is desirable;
* Professional experience on a junior level in banking/capital markets or work experience on a junior level in banking sector is a plus;
* Knowledge of EU Institutions and EU financial instruments would be highly appreciated;
* Fluency in written and spoken English. Active knowledge of other European languages would be advantageous;
* Computer skills: excellent working knowledge of Microsoft Office; excellent internet research skills, typo3;
* Personal skills: Highly organised and able to pay close attention to detail; able to work individually but also as a team player; highly motivated and communicative;
* Willingness to travel in Europe;
* Flexibility in working hours is desirable.

**BACKGROUND INFORMATION**

The Network of European Financial Institutions for SMEs (NEFI) is a network of leading European National Promotional Financial Institutions. It was founded in 1999 and today consists of 18 financial institutions from 18 member states of the European Union:

**ALMI**(Sweden), **ALTUM**(Latvia), **AWS**(Austria), **British Business Bank** (United Kingdom), **BGK**(Poland), **BDB**(Bulgaria), **Bpifrance**(France), **CMZRB** (Czechia), **Finnvera**(Finland), **HBOR** (Croatia), **ICO**(Spain), **KfWGroup**(Germany), **Kredex** (Estonia), **MFB**(Hungary), **SBCI** (Ireland), **SID** **Bank** (Slovenia),**SNCI**(Luxembourg) and **SZRB**(Slovakia).

These institutions share a public mission to facilitate access to finance for small and medium-sized enterprises (SMEs). NEFI partners act complementarily to and in cooperation with the national banking system by providing co-financing, risk-sharing arrangements, expertise and advice in order to address shortcomings in the SME financial markets. For more information see [www.nefi.eu](http://www.nefi.eu/).

**THE NETWORK OFFERS**

* Work in Brussels;
* Competitive salary under Belgian law;
* Duration of contract: 2 years with possibility of prolongation
* Starting date: As soon as possible.

Vacancies are open until **6 March 2019**. Please send your **CV**and motivation letter to [info@sbra.be](mailto:info@sbra.be).

While the Network of European Financial Institutions for SMEs (NEFI) is registered in the EU transparency registry, it is not a legal entity but an informal network of 18 financial institutions. Therefore the NEFI Coordinator will sign an employment contract under Belgian law at the Slovenian Business & Research Association (SBRA - [www.sbra.be/en/NEFI](http://www.sbra.be/en/NEFI)), Brussel’s based NGO which acts as the host institution for the network.