



We build strength, stability, self-reliance and shelter.

Job title: Capital Markets and Financial Inclusion Officer

Habitat for Humanity International (HFHI) is a global, nonprofit, Christian housing organization working in approximately 70 countries around the world. Our vision is of a world where everyone has a decent place to live. We work toward our vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower.

When you join Habitat for Humanity you are not only joining a global organization, but a diverse team of over 800+ people who value;

- **Humility:** We are part of something bigger than ourselves
- **Courage:** We do what's right, even when it is difficult or unpopular
- **Accountability:** We take personal responsibility for Habitat's mission

We invite you to [visit our website](#) to learn more about us, our values and how we work.

Your role:

Located in Bratislava Slovakia, as a **Capital Markets and Financial Inclusion Officer**, you will offer high quality back-office support and coordination of the capital market and financial inclusion strategy in the EMEA area. You will be responsible for the support and coordination of the existing and new housing finance partnerships in the region, consistent with HFHI standards and strategic goals towards sustainably serving families. The whole Bratislava team consists of 45 people but you will closely cooperate also with our colleagues in Pretoria, South Africa and around the world.

Performance Objectives:

BACK OFFICE SUPPORT AND COORDINATION OF CAPITAL MARKETS AND FINANCIAL INCLUSION STRATEGIES AND MODELS:

- Coordinate and support the technical assistance and advisory provided to partners, coordinate and lead the procurement process for consultants and collect and consolidate data for reporting needs.
- Support Ass. Director in development of project proposals to potential donors, or investors, focusing on coordination and development of the capital market/financial inclusion design and objectives.

DEVELOPMENT OF PARTNERSHIPS:

- Identify, prioritize, establish and maintain relationships with Implementing Partners (Micro Finance Institutions, other Local Finance Institutions, Donors, Investors, consultants, etc).

RESOURCE DEVELOPMENT COORDINATION:

- Support in identification, prioritization, establishing and maintaining relationships with Funding Partners (Investors, Guarantors, Donors).

About you:

To thrive as a **Capital Markets and Financial Inclusion Officer** at Habitat for Humanity EMEA, you:

- Have strong interest in International development, financial inclusion, housing issues
- Have a Bachelor's degree, Masters degree or equivalent experience preferred in international development, business administration, or related discipline.
- Have 3-5 years' work experience
- Have 1-2 years of research experience and data compilation/analysis
- Have experience with NGO/Development sector, writing proposals, reports and maintaining partnerships/accounts.
- Are fluent in written and spoken English
- Have strong organizational, analytical, interpersonal and networking skills
- Have excellent writing and verbal communication skills
- Are proficient in MS Office (Outlook, Word, PowerPoint, Excel)
- Are a team player with flexible approach and happy to take the initiative
- Are comfortable working and communicating with a multicultural team
- Are willing to communicate and affirm the Christian roots and principles of HFHI
- Take seriously your ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.
- Are willing to travel up to 20% of the time within the EMEA area.

Benefits:

We have a benefits package that invests in our employee's long-term personal and professional growth and well-being. Here's a sample of what that includes:

- Competitive salary offer from 1 300 Euros
- Work-Life balance: 40 hours a week with Alternative Working Schedule providing some degree of flexibility on how long, where, and when you work.
- Meal vouchers: 5 € per day fully compensated by the employer.
- Education, training and tuition assistance: Training and professional development in the field is offered.
- Opportunity to work for an International NGO contributing to eliminating poverty around the world and work in international development.
- And much more!

How to apply:

Submit your CV along with a letter of motivation to emeahr@habitat.org. Kindly quote the title of the vacancy in the subject of the email.

Closing Date for Applications is 15th November 2019

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.