

## Job Description

### Investor Relations Manager in the Regional Office in Slovakia

<b>1. Education</b>
<ul style="list-style-type: none"> <li>• Higher education in one of the following disciplines: economics, finance and banking;</li> <li>• Additional education (CFA, MBA and others) is welcome.</li> </ul>
<b>2. Work experience</b>
<ul style="list-style-type: none"> <li>• Experience in Treasury, in the field of debt and structured finance, debt capital markets - minimum 5 years;</li> <li>• Previous work experience in international and national development institutions, financial institutions;</li> <li>• Work experience in promoting of banking products and services and/or in working on the debt capital markets with corporate clients and financial institutions located in the markets of European IIB Member States (Slovakia, Czech Republic, Hungary, Romania, Bulgaria) will be an advantage;</li> <li>• Experience in conducting negotiations and presentations, public performances and speeches;</li> </ul>
<b>3. Qualifications, skills and competencies</b>
<ul style="list-style-type: none"> <li>• Knowledge: <ul style="list-style-type: none"> <li>- knowledge of market conditions (financial institutions, investment funds and other funds, corporate clients, credit and investment products and / or funding tools), IIB Member States in the assigned region (EU) and pricing procedures;</li> <li>- existing contacts of executive management of the targeted clients (preferably);</li> <li>- economics, product marketing and sales fundamentals;</li> <li>- business planning principals;</li> <li>- legal regulations and other regulatory acts applicable to the field of the activity of IIB Member States in the assigned region;</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Skills: <ul style="list-style-type: none"> <li>- building long-term relationships with financial institutions, investors, funds, rating agencies, corporate clients;</li> <li>- negotiation, presentation and public speeches skills;</li> <li>- practical skills in attracting debt and structural financing, collaboration with investors, financing for reimbursement of export credit agencies;</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Competencies: <ul style="list-style-type: none"> <li>- ability to work with specific resources (Bankers Almanac, Bloomberg).</li> <li>- confident PC user.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Foreign languages (business, oral and written): <ul style="list-style-type: none"> <li>- English - Advanced level.</li> <li>- Russian (IIB working language) - Intermediate level (is an advantage);</li> <li>- Language (languages) of IIB Member States in the assigned territory - Intermediate level (is an advantage);</li> </ul> </li> </ul>
<b>4. Key objectives</b>
<ul style="list-style-type: none"> <li>- Long-term debt financing and public debt financing by issuing bonds, attracting loans from banks, MFIs, development institutions, investment and other funds, including other financial tools for capital gearing;</li> <li>- Attracting of structured financing, including export credit agencies;</li> <li>- Participation in the implementation of trade finance transactions in terms of cooperation with export credit agencies and financial institutions;</li> </ul>

- Building, developing and maintaining relationships with existing and prospective contractors of the Bank;	
<b>5. Job role and responsibilities</b>	
Time allocation for the activity per month %	Responsibilities
<b>80 %</b>	<ol style="list-style-type: none"> <li>1) Searching, engaging, consulting contractors, conducting negotiations, identifying counterparties interests in the field of IIB debt financing;</li> <li>2) Carrying out search and negotiations with potential investors and organizations after having made decision to issue the Bank debt securities in the financial markets of the EU;</li> <li>3) Conducting research and negotiations with potential lenders in attracting structured financing, including export credit agencies;</li> <li>4) Participating in the implementation of trade finance transactions in terms of cooperation with export credit agencies and financial institutions;</li> <li>5) Maintaining two-way communication with the Ministry of Finance, National Bank, stock exchanges, depositories and other organizations of the placement and servicing of the securities issued by the Bank;</li> <li>6) Assisting in the disclosure of information by securities issuers;</li> <li>7) Providing new and existing counterparties by actual information on the securities issue;</li> <li>8) Maintaining two-way communication with the investment funds and their management companies in the case of a decision on the participation of IIB in the fund;</li> </ol>
<b>20 %</b>	Support of IIB treasury operations in the EU, including analysis of the securities market and provision of recommendations for the purchase or sale of securities to correspondent departments of IIB headquarters.
<b>6. Working conditions, benefits and compensations</b>	
<b>Job location</b>	Bratislava (Slovakia)
<b>Monthly gross salary range</b>	3 000 – 4 600 euro
<b>Relocation package</b>	<ul style="list-style-type: none"> <li>• Medical insurance;</li> <li>• Relocation allowance at the amount of one month salary upon job assignment;</li> <li>• Travel allowance upon job assignment and one time a year during the vacation period to the home country;</li> <li>• Luggage transportation allowance upon job assignment;</li> <li>• Apartment rent allowance</li> </ul>