The **European Investment Fund** (EIF) is seeking to recruit for its **Equity Transaction and Portfolio Services Division (ETPS) – Transaction Management Unit (TM)**, at its headquarters in Luxembourg:

**(Senior) Portfolio Manager**

Appointment will be made on the basis of a fixed term contract of three (3) years.

**Purpose:**

The Transaction Management Unit develops and implements a dedicated strategy for EIF’s divestment activities and for the active management of the portfolio of EIF’s Private Equity and Venture Capital funds.

The Unit is responsible for the monitoring of a portfolio of funds (typically funds which have passed the investment period and are approaching (or beyond) the end of their originally planned lifetime), including the regular review of fund and fund manager performance as well as the representation of EIF in Investor meetings and Advisory Boards of such funds. In this context, the Unit is in charge of portfolio management instruments enabling an active management of EIF’s portfolio of funds, like e.g. secondary sale transactions, approaches to syndicate parts of EIF’s portfolio with third-party investors and "Distribution in kind" approaches. Finally, the Unit is responsible for restructuring and workout files which have been transferred from the Equity Investments to ETPS.

The activity of the successful candidate(s) will therefore cover regular interactions and negotiations with all stakeholders, i.e. funds managers, other LPs invested in the respective funds, secondary players, mandators, etc. S/he will be required to keep abreast of developments in European Private Equity and Venture Capital markets, in particular in view of the secondary and divestment markets, and will be closely involved in the development and implementation of best market practices in the divestment and tail-end fund sector.

Additional accountabilities may evolve along the future development of tasks and responsibilities associated to ETPS activity.

**Reporting line:**

The incumbent reports to and work under the supervision of the Head of Transaction Management Unit.

**Responsibilities:**

- Monitor a portfolio of funds as well as the individual funds in such portfolio, including the representation of EIF in Investor meetings and Advisory Boards of such funds;
- Contribute to the management of EIF’s portfolio of tail-end funds and the development / implementation of additional portfolio management instruments (e.g. distribution in kind approaches);
- Lead the development of additional secondary sales activities in the light of the planned enhancement of the active portfolio management (Senior Portfolio Manager role);
- Manage (senior role) / contribute to the secondary transaction sales process for individual funds or portfolios of Private Equity/Venture Capital funds;
- Contribute in the development of a network of high quality external contacts;
- Participate in the development, improvement, and implementation of best practices, guidelines, procedures and instruments for the monitoring and exit management in the context of Private Equity and Venture Capital funds;
- Coach/Supervise less experienced team members (Senior Portfolio Manager role);
- Only applications from nationals/passport holders of the Member States of the European Union are considered as well as citizens from acceding countries. (Countries that have signed the treaty of accession* obtain the status of 'acceding countries' and are expected to become full member states on the date set out in the treaty). Nationals of the candidate countries whose accession negotiations have started may be also considered subject to specific conditions. For detailed information candidates may find further information on [www.eif.org](http://www.eif.org)
Qualifications:

- University degree, preferably at postgraduate level, in Economics, Engineering, Sciences, Law or related subjects, additional professional qualifications (e.g. CFA) would be considered an asset;
- Minimum seven years relevant professional experience for the Senior Portfolio Manager role and five years for the Portfolio Manager role in either or a combination of the following: (i) the identification, negotiation and monitoring of investments/divestments in companies or Private Equity or Venture Capital Funds or (ii) the implementation/management of secondary or M&A transactions or (iii) (re)structuring of Private Equity Funds/Private Equity backed companies;
- Sound understanding of the Venture Capital/Private Equity industry and techniques, experience in the treatment of tail-end funds would be a distinct advantage;
- Excellent knowledge of English, both oral and written. Knowledge of other EU languages would be an advantage.

Competencies:

- Very good understanding of the set-up, structural issues and legal clauses of Private Equity Funds;
- Strong analytical skills and outstanding judgement;
- Excellent interpersonal and negotiation skills;
- Sense of initiative and innovation in proposing solutions to organizational issues;
- Capacity to manage complex operations;
- Team player;
- Good sense of humor.

Deadline for applications: 12th July 2018

* Due to high volume of applications, only candidates selected for interviews will be contacted.

Please submit your application directly on our career website: http://www.eif.org/jobs/

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