Chief Representative for Tehran, Iran Office

Posting Date: 28 November 2023

Location: Tehran, Iran

Contract Type: Fixed-term

Contract Length: 1 year

Posting End Date: 19 December 2023

REQUIREMENTS

Candidates must have:
- Bachelors and/or Master's Degree in Banking/ Finance/ Accounting/ Business Administration/ Economics/ Law or other related fields.
- Minimum 6 years related work experience gained in banking, preferably in a multilateral development bank in areas of financial institutions, project finance, credit risk, or country representation.
- Proficient knowledge of and demonstrable ability to communicate fluently and write professional reports in English and local language(s).

JOB DESCRIPTION

Under the guidance and supervision of the Vice Presidents, the Chief Representative is responsible for:
- Developing the Bank’s operations in the Member State in line with the Bank’s Mandate, Business Plan, and the Country Strategy for the Member State.
- Leading business development in the Member State in close cooperation with “Corporate and Project Financing” and “Banking and Non-banking Financial Institutions” Departments at the Bank’s Headquarter.
- Actively promoting Bank’s activities to private and public sector clients in the Member State.
- Assisting and coordinating in the area of project processing (including due diligence, deal structuring and negotiating, preparation of documentation and presentation at the various levels of the Bank’s approval process) as well as management and monitoring of the Bank’s portfolio of existing operations.
- Keeping the management of the Bank abreast of the country’s economic, business and any other significant developments which could directly or indirectly impact the Bank’s interest.
- Undertaking relevant ad hoc assignments as may be given by the members of the Management.
- Developing and maintaining contacts with the Member State’s Government and public authorities; local business community; the international community including other International Financial Institutions and bi-lateral donors; non-governmental organizations; the general public and the press.
- Asserting and protecting the special privileges, exemptions and immunities of the Bank, its personnel, premises, records and facilities in the Member State.
- Overall managing and organizing of the Representative Office in the Member State and its facilities (office space, bank accounts, vehicle, equipment including, IT and
telecommunications, provision of security, general maintenance, insurance, lease renewal, budgetary control etc.),

- Ensuring that the operations of the Representative Office are in compliance with the legal requirements of the Member State that are applicable to the Representative Office.
- Assisting and coordinating with various departments at the Bank’s Headquarter in completion of assigned tasks.

**APPLICATION**

Candidates are expected to send their CVs to _HR@etdb.org_.