

Associate Officer (Japan Mission)

IFC is seeking Associate and Investment Officers responsible for sourcing and executing transactions and actively manage portfolio projects in any of the following industry areas: Financial Institutions; Infrastructure and Natural Resources; Telecom and Manufacturing, Agribusiness and Services.

Positions may be located in Washington, DC or one of IFC's regional offices (such as Hong Kong, Singapore, Delhi, Dubai, Istanbul, Johannesburg, Dakar, Nairobi, Sao Paulo, or Mexico City).

Responsibilities

The AIO/IO will work closely with colleagues in the region and in Washington, DC, on business development, transaction execution, portfolio supervision, and client relationship management. The responsibilities include but are not limited to:

- Develop a thorough understanding of the relevant sector (Financial Institutions; Infrastructure and Natural Resources; Telecom and Manufacturing, Agribusiness and Services) and support team in developing strong relationships with key counterparts in the private and public sector as well as development partners.
- Proactively identify potential investment partners and opportunities based on industry experience, reputation, market potential, financial capability, and strategic fit.
- Assess the attractiveness of specific investment opportunities with a strong focus on credit quality and development impact and make recommendations to IFC's management.
- Participate in deal and structuring negotiations; use negotiation skills to overcome impasses and finalize negotiations in straightforward transactions.
- Execute loan, equity, and mezzanine financings including processing mandates, conduct due diligence, structuring deals, negotiate terms and documentation, arrange syndications, and process internal approvals.
- Work closely with IFC's specialists to manage environmental, social, technical, legal, insurance, corporate governance, and other risks in projects and champion IFC's sustainability offerings to clients.
- Monitor and supervise clients' compliance with the terms of investment agreements, prepare timely supervision reports, identify early warning signs, and, when necessary, formulate/implement strategies for work-outs, restructurings or reschedulings.

- Supervise and manage one or more investments in portfolio in the financial industry sector with particular focus on problem/restructuring situations.
- Provide high quality client service throughout the project cycle from transaction sourcing and processing to supervision.
- Mentor and coach less-experienced staff and work in teams to deliver high quality investments.

Selection Criteria:

- MBA, Master's degree in Finance or equivalent;
- At least 4+ years of work experience for a major commercial or investment bank with significant emerging markets presence, an international financial institution or a private equity firm;
- Experience in investment transaction, with proven success in developing client relationships as well as sourcing, negotiating, structuring and closing quality investments;
- Knowledge of and experience in financial markets;
- Knowledge and experience in emerging markets a plus;
- Strong business judgment in identifying potential business partners;
- Strong financial and credit skills; sound business judgment and demonstrated ability to structure a variety of complex financial instruments (debt and equity);
- Client relationship skills, track record and ability to focus on client needs effectively;
- Ability to interact directly and independently with the senior management of clients, financial and technical partners as well as senior government officials;
- Strong interpersonal and leadership skills, ability to work successfully in multicultural teams and across boundaries and to build networks across the region, including the ability to mentor and coach others to achieve results;
- Excellent organizational, administrative, and time management skills;
- Proven ability to work independently and deliver promptly and efficiently under pressure and meet tight deadlines;
- Willingness to travel extensively and geographic flexibility;
- Excellent verbal and written communication skills in English; fluency in other languages a plus

Screening questions:

How many years of experience do you have working in a financial institution or other finance-related field (e.g. investment banking, private equity, project finance, commercial banking, corporate finance, or financial consulting)? [\(Multiple Choice with Single answer\)](#)

- None
- 1 to 3 years
- 4 to 6 years
- 7+ years

In which area are you most knowledgeable? (select only one) [\(Multiple Choice with Single answer\)](#)

- Investment Banking
- Project Finance
- Private Equity
- Corporate Finance
- Portfolio Management
- Financial Consulting

In which sector are you most proficient? (select only one) [\(Multiple Choice with Single answer\)](#)

- Manufacturing, Agribusiness & Services (MAS)
- Infrastructure & Natural Resources (INR)
- Financial Institutions Group (FIG)
- Telecom, Media, Tech, Venture Investing (CTT)

How would you describe your skills in creating financial models and analyzing historical and projected financial statements? [\(Multiple Choice with Single answer\)](#)

- Novice
- Intermediate
- Advanced

What is the highest degree that you have obtained? [\(Multiple Choice with Single answer\)](#)

- PhD
- MBA or MA in Finance
- Bachelor's Degree (BA/BS)

What is your location/region of first choice? [\(Multiple Choice with Single answer\)](#)

- HQ (Washington, DC)
- Asia (e.g. Beijing, Singapore, Delhi, or Mumbai)
- ECA (e.g. Istanbul or Vienna)

- MENA (e.g. Cairo or Dubai)
- Africa (e.g. Dakar, Nairobi, or Johannesburg)
- LAC (e.g. Mexico City, São Paulo, or Bogota)

What is your location/region of second choice? (Multiple Choice with Single answer)

- HQ (Washington, DC)
- Asia (e.g. Beijing, Singapore, Delhi, or Mumbai)
- ECA (e.g. Istanbul or Vienna)
- MENA (e.g. Cairo or Dubai)
- Africa (e.g. Dakar, Nairobi, or Johannesburg)
- LAC (e.g. Mexico City, São Paulo, or Bogota)

What is your proficiency level (writing/reading/speaking) in English? (Multiple Choice with Single answer)

- Fluent
- Intermediate
- Novice

Are you willing to undertake extensive international travel? (Multiple Choice with Single answer)

- Yes
 - No
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