

IPC ([www.ipcgmbh.com](http://www.ipcgmbh.com)) works alongside international financial institutions, development agencies, and visionary businesses to deploy the tools of finance to address our world's most pressing issues, including climate change, youth employment, and sustainable agriculture. Our clients and partners include institutions such as the EBRD, EIB, GIZ, KfW, and the EU, as well as commercial banks, investment funds, and private foundations.

As a part of our global business development activities, IPC regularly participates in competitive tender processes, for which we prepare proposals, presenting our experience, proposed staffing, and approach to helping our clients achieve their objectives. For our growing business development team, we are seeking to employ a

### **Recruiter (Expert services specialist) (f/m/d)**

Location: Frankfurt a.M.

#### **Your tasks**

- Identify candidates at an early stage for tenders and running projects among IPCs' staff and company network, internal and external database, as well as social media,
- Establish first contacts with candidates,
- Evaluate CVs of experts, comparing consultants' experiences against the requirements of the terms of reference for specific projects,
- Interview consultants remotely, communicating IPCs'-brand, transmitting technical information about a project, finding out if experts are winning candidates and motivating them to cooperate,
- Negotiate competitive fee arrangements with consultants,
- Track experts' performance in coordination with IPCs project managers.

#### **Your profile**

- University qualification in Business Administration, Social Sciences, Economics, or equivalent,
- 3-5 years of working experience in a service-oriented environment
- Proven experience with the international recruitment of personnel for project-based assignments, ideally in the development finance sector,
- Previous experience with tender processes and proposal preparation,
- Excellent English language skills required, fluent French and/or Spanish a major asset,
- Excellent communication skills, team orientation, flexibility, and detail-orientation,
- Ability to work within tight deadlines, effectively prioritizing among multiple work streams.

If you are looking for a challenging and impact-oriented job in a multi-cultural and dynamic work environment, we look forward to getting to know you. Please send a motivation letter, your complete set of application documents (CV and reference documents) to [hr@ipcgmbh.com](mailto:hr@ipcgmbh.com) with the subject "Expert services specialist" no later than October 15, 2021.

[hr@ipcgmbh.com](mailto:hr@ipcgmbh.com)

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