

Research Project Coordinator Export Credit Insurance Programmes

London, 12 months fixed-term

The Berne Union – *International Union of Credit & Investment Insurers* – is a not-for-profit association, representing the global export credit and investment insurance industry since 1934. Its membership includes 85 national export credit agencies, multilateral institutions and private credit insurers, who support international trade and foreign direct investment by providing risk mitigation products to exporters, investors and banks.

We are seeking applications for a full-time project coordinator on a 12-month fixed-term contract to support research projects analysing developments in the business, products and policies of Berne Union members.

The selected candidate will assist in the planning of research, collection of data and analysis of information for the production of a series of technical reports and information systems focusing on the business of Berne Union members. Additionally, the coordinator will have responsibility for managing and maintaining information resources provided to BU members via our intranet.

Role and Responsibilities

This role is a mix of research, analysis, project management and communications. The candidate will work closely with the existing Secretariat team to coordinate elements of:

Data collection and validation

- Assist in the collection of industry business data by scheduling and chasing reminders for members to report; assisting members with the technical process of reporting; validating data submissions and following-up where necessary
- Prepare status updates on data reporting completeness and accuracy for Secretariat and Management Committee on a quarterly basis

Research and analysis

- Carry out a programme of qualitative research into the structure of official export credit insurance programmes operated by Berne Union Members globally
- Assist in the production of a series of technical reports focusing on business trends and organisational changes within the export credit insurance industry

Project management

- Coordinate the design and of a system for delivering research output in an interactive way via the Berne Union website

Skills and Experience

- Strong knowledge of the of the export credit insurance industry and an understanding of the different mandates and products provided by export credit insurers is essential
- Strong proficiency with Excel for data analysis and visualisation
- Analysis, communication and project management
- Fluent in written and spoken English; fluency in other languages is an asset

Please apply by enclosing a curriculum vitae and a covering letter by email to Paul Heaney, Secretary General (pheaney@berneunion.org). All applications will be treated in confidence.