



**Call for expression of interest for recruitment of  
An Investor Relations Officer**

The Hellenic Financial Stability Fund ("Fund"), is a Legal Entity of Private Law, established by Law 3864/2010. The Fund is headquartered in Athens and its duration is set to June 30<sup>th</sup> 2020, with the possibility of renewal following a decision by the Minister of Finance. The Fund intends to recruit an **Investor Relations Officer**. The executive will be selected on the basis of an assessment of qualifications and will be recruited under a private-law, fixed-term contract, renewable. The remuneration will be determined according to candidate's qualifications and experience and according to the Funds internal policies. The staff of the Fund has a duty of loyalty to the Fund and a duty of strict confidentiality according to the provisions of Law 3864/2010, as in force. The staff of the Fund may not be employed by credit institutions under the supervision of the Bank of Greece or to legal persons belonging to the same group as those credit institutions for three (3) months from the termination of employment or from the expiring of the Fund.

The position reports to the Chief Investment Officer (CIO) and has the main responsibility for the design, oversight and execution of the communication strategy of the Fund towards the investor community

**Position requirements and qualifications:**

- Minimum eight (8) years of experience in banking in the area of investors relations
- Very good knowledge of Greek and European regulatory framework regarding banks
- Bachelor's and postgraduate degrees from Greek or foreign University in business, economics, banking, or related fields.
- Excellent knowledge of MS Office (Excel, PowerPoint, Word)
- Excellent command of the English language, including financial/risk terminology.
- Strong communications skills and digital writing skills

**Main responsibilities:**

- Responsible for the communication strategy of the fund
- Leverage different channels to ensure effective communication
- Analyze, establish and maintain relationships with investors
- Preparation of investor communications and marketing material for internal and external use
- Investor event organization and preparation
- Dealing with investor and other related queries
- being the receiving and internally disseminating and sending point of media inquiries and HFSF communication

Interested parties are requested to send a detailed curriculum vitae in English, to the address mentioned below by 20/03/2018, together with a letter stating the reasons they believe that they are suitable for the job. Applications must be sent electronically to e-mail: HR@hfsf.gr under the heading "Hellenic Financial Stability Fund". All requests will be assessed under highest confidentiality. Only candidates who fulfil the profile will be contacted in order to proceed to the next step.