



# Associate Professional – Mitigation and Adaptation

<b>Grade</b>	IS – 1	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Contract type</b>	3 years	<b>Number of posts</b>	1
<b>Recruitment type</b>	International	<b>Closing date</b>	15 May 2017
<b>Unit</b>	Mitigation and Adaptation	<b>Vacancy code</b>	GCF/Recruit/187
<b>Reporting to</b>	Relevant area sector Specialist		

The Green Climate Fund (“the Fund”) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

The Fund will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, considering the needs of those developing countries particularly vulnerable to the adverse effects of climate change. The Fund will pursue a country-driven approach in its operations.

The Fund is governed by a Board, composed of an equal representation of developed and developing countries; the Board oversees the operation of all relevant components of the Fund. The Fund is serviced by an independent Secretariat, which is accountable to the Board and headed by an Executive Director. The Secretariat, which is accountable to the Board, is responsible for the day-to-day management of the Fund, and is located at the Fund’s headquarters in Songdo, Incheon City, in the Republic of Korea.

The Fund is seeking an exceptional person who will take up the challenge of joining a high-performing organization at the leading edge of the financing of climate action in developing countries.

## Position description

The Associate Professional in the Division of Mitigation and Adaptation will be responsible for assisting the in the review of concept notes, funding proposals, and other tasks as deemed necessary.

## Duties and responsibilities

Under the guidance of the relevant area sector Specialist, s/he will be responsible for:

- Provide analytical and operational support for the development of policy and guideline documents including, inter alia, the Fund’s investment framework, initial proposal approval process, operational guidelines, procedures and toolkits. This may include background research, collecting and analyzing data, conducting specific research and analytical work, drafting written reports, engagement through email and

phone calls with the Fund consultants and experts, and oversight and coordination of the relevant document internally up to the point of publication;

- Deliver support in project and programme pipeline development, including initial screening and review of project/ programme funding proposals and concept notes, interactions with accredited entities in bilateral meetings, preparation of assessment findings, maintenance of the operations database, monitoring of implementation of the approved projects or programmes;
- Provide organizational and substantive support for the Fund's Board meetings and other events and meetings related to the functioning of the Fund. This may include assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions for the Report of the Meeting, and providing support for the drafting of decisions; and
- Support any additional analytical and operational tasks as assigned by the Director.

### Expected experience and qualifications

- Master's degree in economics, finance, sustainable development, climate policy, environmental sciences, law, or related fields;
- Two (2) to four (4) years of relevant work experience;
- Experience in climate finance or carbon finance experience is highly desirable;
- Experience in an international setting, and ability to work independently and take initiative in response to the Fund's needs;
- Experience in developing policy documents, conducting research analysis and articulating findings and recommendations;
- Familiarity of multilateral climate funds, project financing, and UNFCCC framework;
- Excellent business writing and presentation skills;
- Ability to articulate complex issues verbally and in writing in a concise manner;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint, and Outlook; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

### Required competencies

- Communication
- Teamwork
- Planning & organizing
- Client orientation

### How to apply

Interested candidates are requested to send their CV and a letter of interest in a single PDF file to:

[recruitment@gcfund.org](mailto:recruitment@gcfund.org)

File name: "[last name], [first name]" (e.g. Peterson, Anna)

Subject line: "Associate Professional – Mitigation and Adaptation"

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.

**Applications from women and nationals of developing countries are strongly encouraged.**