



## Associate Professional – Environmental and Social Safeguards (ESS)

<b>Grade</b>	IS – 2	<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>Unit</b>	Country Programming Division	<b>Closing date</b>	17 May 2017
<b>Reporting to</b>	Environmental Specialist	<b>Vacancy code</b>	GCF/Recruit/189

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 for ESS and Gender in the Country Programming Division will be responsible for providing support to the GCF through a range of operational and analytical tasks necessary for the design, functioning and management of the environmental and social management system (ESMS) and Gender Policy as well as other related areas of engagement with GCF’s internal units, countries, and entities.

The incumbent will report to the Environmental Specialist, under the guidance of the Director, Country Programming Division. S/he will also support the Secretariat’s work on gender and social issues and other relevant focus areas within the Country Programming Division and GCF upon the request of the Director, Country Programming Division.

## Duties and responsibilities

Under the supervision of the Environmental Specialist, and the guidance of the Gender Specialist and Director, Country Programming Division, s/he will assist with a range of operational and analytical tasks, necessary for the ongoing operationalization of the Fund. The incumbent will assist with the following tasks:

- In coordination with the Division of Mitigation and Adaptation (DMA) and Private Sector Facility (PSF), and under the guidance of the Environmental Specialist and Gender Specialist, review and comment on funding proposals from an environmental, social and gender perspective for sharing with relevant stakeholders, including the Board/CSOs/ITAP;
- In collaboration with DMA and PSF, conduct environmental, social and gender due diligence of GCF-financed activities as may be assigned by the Environmental Specialist and Gender Specialist. The conduct of due diligence includes reviewing and confirming the consistency of risks and impacts assessments and proposed management plans within the requirements of the ESS standards and Gender Policy of the GCF;
- In close coordination with the Portfolio Management Unit (PMU), assist in monitoring and evaluating environmental, social safeguards and gender-related coordination and performance of GCF-financed activities in the context of the monitoring and accountability framework of the GCF. This will entail working with the PMU, DMA, PSF to address issues, gaps and implementation arrangements related to compliance with ESS and gender standards;
- Support accredited entities and entities seeking accreditation by providing inputs on the Fund's gender- and environmental and social safeguards-related policies and capacities;
- Provide support to the review and update of the GCF's Gender Policy and Action Plan. This will include organizing virtual/on – site consultation meetings with different constituencies/CSOs/relevant Board members and helping the consultant who will be recruited to draft the updated policy to prepare notes, questionnaires, and develop an initial draft of the updated policy;
- Assist in the development of the environmental and social management system (ESMS) and other related policies of the GCF including organizing consultations, collecting and analyzing information relevant to ESMS and environmental and social safeguards (ESS);
- Assist in organizing and facilitating gender and climate change and environmental and social safeguards capacity development initiatives for NDAs/FPs/delivery partners/AEs/other stakeholders;
- In close coordination with other Associate Professionals at the Country Programming Division, and under the guidance of the Environmental Specialist and Gender Specialist, implement appropriate learning and knowledge sharing strategies;
- Participation in and organizational and substantive support for events and meetings related to the functioning of the Fund. This may include assisting in the preparation of relevant documentation, taking minutes of meetings, preparing summaries of discussions, and providing support for the drafting of decisions; and
- Additional operational tasks as assigned by the Director, Country Programming and the immediate supervisor.

## Expected experience and qualifications

- Master's degree in social and/or environmental sciences or management, development studies, gender studies or other relevant social science subjects (required);
- At least 4 years of relevant work experience in environmental management, gender, social safeguards, environmental and social policy development, or related fields (required) ;
- Experience in working in international institutions and in similar capacities (desirable);
- Ability to perform diverse and intricate work routines that are specific in objective;
- Ability to work independently and under pressure with a high-level of accuracy;
- Ability to exercise tact and discretion in dealing with internal and external stakeholders;
- Proficiency in the use of standard software programmes: Excel, Word, PowerPoint and Outlook;
- Excellent writing and presentation skills; and
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing; and

- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

### Required competencies

- Planning and organizing
- Team work
- Commitment to continuous learning

### 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 – Environmental and Social Safeguards”

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.**