



# Climate Policy Specialist

<b>Grade</b>	IS – 4	<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>	Office of the Secretary to the Board	<b>Closing date</b>	2 June 2017
<b>Reporting to</b>	International Climate Policy Specialist	<b>Vacancy code</b>	GCF/Recruit/191

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 Climate Policy Specialist as part of the Fund’s Songdo-based headquarters team will be responsible for supporting activities related to enhance complementarity between the activities of the Fund and the activities of other relevant bilateral, regional and global funding mechanisms and institutions, as well as for supporting operational and analytical tasks necessary for responding to Board mandates and guidance from the Conference of the Parties to the UNFCCC.

## Duties and responsibilities

- Support the relations between the Fund and relevant climate funds, as well as relevant thematic work of the UNFCCC;
- Coordinates the implementation of the operational framework on complementarity and coherence currently under Board consideration;
- Conducts work relevant for the relationship between the Fund, other sources of climate finance and the UNFCCC thematic bodies;
- Conduct analytical work to support the drafting of documents on climate policy aspects in response to Board mandates and in preparation of the meetings of the Board;
- Liaise with divisions within the Fund to facilitate the implementation of COP guidance and related Board mandates, particularly in regards to matters related to cooperation with other Funds;
- Prepare analytical documents, talking points, and support materials, as required;
- Assist in the development of the Fund's Report to the Conference of the Parties, in particular work with other climate finance delivery channels;
- Monitor, analyze and socialize overall climate policy trends, particularly on climate finance;
- Assist in the preparation of Board meetings by coordinating with internal and external actors before, during, and after the meetings; and
- Other activities as required and instructed by the Secretary to the Board and the International Climate Policy Specialist.

## Expected experience and qualifications

- Master's degree in economic, environmental studies, international relations, environmental policy, economics, finance, sustainable development, climate policy or related fields;
- At least 9 years of relevant work experience, including involvement in international climate negotiations and/or climate finance processes;
- Demonstrated experience in undertaking strategic planning, analysis and relationship management, with relevant bilateral, regional and global funding mechanisms and institutions;
- Knowledge of the UNFCCC and other international climate related processes;
- Ability to work under pressure, under strict timelines, and at high speed, for the delivery of tasks related to the post with high quality and timeliness;
- Suitability to undertake the responsibilities mentioned above at the required level, with the following:
  - Proven application of expertise;
  - Able to act as a team leader when required, with supervision from the team head;
  - A team-player with a proactive and can-do attitude;
- Experience of establishing strong working relationships with colleagues from different background and cultures; 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
- Accountability
- 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: “Climate Policy Specialist”

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.**