



# Deputy Executive Director

<b>Grade</b>	IS – 9	<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>	24 September 2017
<b>Unit</b>	Office of the Executive Director	<b>Vacancy code</b>	GCF/Recruit/218
<b>Reporting to</b>	Executive Director		

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The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.

Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions which reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change.

Since its establishment, the GCF has mobilized 10.3 billion USD, accredited 54 entities to channel its resources and approved 43 funding proposals. In addition, it has built up an extensive program to support developing countries identify their needs, in particular those who are most vulnerable to climate change impacts.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff make unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.

We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast moving, dynamic environment.

To strengthen the leadership team, we are now seeking a Deputy Executive Director (DED) who will have primary responsibility for coordinating and overseeing the day-to-day operations of the Green Climate Fund.

This is a unique opportunity for a highly-skilled and ambitious individual to be part of a new international organisation with exciting challenges that will shape thinking and action on climate change in developing countries and more broadly across the globe.

## Position description

Reporting to the Executive Director, the Deputy Executive Director will lead the Secretariat's highly professional team, taking responsibility for the day to day operations of the Fund including project review and implementation and all

support services, thereby supporting the Executive Director in his/her key strategic role of furthering the development of the Fund and its relations with stakeholders and partners.

## Duties and responsibilities

Overseeing the work of a highly professional team of Directors and Heads, the DED will:

- Continue to develop and build the Fund's operations to deliver on the vision and strategy set by the GCF Board, including:
  - The programming and project cycle;
  - Funding criteria, modalities, policies and programmes;
  - Administration and financial management;
  - Environmental and social safeguards, and fiduciary principles and standards;
  - Portfolio management and oversight;
  - Arrangements for replenishment processes; and
  - A framework for monitoring and evaluation of performance and financial accountability of activities supported by the Fund.
- Support the Executive Director to organise and execute all administrative duties with regard to the governance of the Fund, including the preparation for meetings of the Board and its subsidiary bodies;
- Continue to recruit and retain a high performing cadre of international and local professional staff for the Secretariat, sufficient to enable it to achieve its objectives, and create an integrated and united Secretariat team;
- Build a strong organisational culture and ensure high levels of staff engagement with the Fund, managing performance and encouraging continuous learning;
- Develop the work program and annual Administrative Budget of the Secretariat, and report on the Fund's activities;
- Act as the Executive Director in the case of his/her absence..

## Expected experience and qualifications\*

- At least 15 years of relevant experience operational experience with international, multicultural organisations, either private or public sector;
- A substantial record of achievements in a similarly complex and demanding senior role involving both leadership and management responsibilities;
- Evidence of determination and the ability to overcome obstacles to deliver results in a dynamic environment;
- Familiarity with the many dimensions of the global challenge of climate change and at least a broad understanding of current developments in climate finance;
- Proven operational experience with a range of financial instruments (such as grants, technical assistance, guarantees, concessional loans and equity) and complex financial structures;
- Evidence of robust, efficient and accountable financial management at a senior level;
- Ability to work both at the strategic and operational levels;
- Strong analytical skills and the decisiveness and creativity to solve problems of varied types;
- Absolute integrity with an open and fair-minded management style;
- Strong communication and advocacy skills; able to engage and motivate A diverse range of stakeholders;
- Well-developed policy and political judgement and understanding of the Fund's multi-dimensional work challenges;
- Evidence of success as a supportive and empowering leader; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

\*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.

## Required competencies

- Leadership
- Planning and Organizing
- Building trust
- Communication

## How to apply

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

SRI Executive Search

Contact Person: Jamie Strickler Connellan

Email address: [jstrickler@sri-executive.com](mailto:jstrickler@sri-executive.com)

Subject line: "GCF Deputy Executive Director"

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