



Senior Portfolio Specialist

Grade	IS - 5 Senior Specialist	Duty station	Songdo, Incheon - Korea
Contract type	3 years	Number of posts	1
Recruitment type	International		
Unit	Portfolio Management Unit	Closing date	18 September 2017
Reporting to	Head of Portfolio Management Unit	Vacancy code	GCF/Recruit/111

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.

Position description

Under the guidance of the Head of Portfolio Management Unit, the Senior Portfolio Specialist will make a crucial contribution to the efficient management of GCF's Portfolio. S/he will be supporting the Head of Portfolio Management on strategic matters, the development of portfolio management systems and the creation of a portfolio management framework for GCF to create a best practice unit. S/he will be ensuring compliance to all provisions of Funded Activity Agreements (FAAs) and lead the implementation of M&E functions for all GCF operations.

Duties and responsibilities

The Senior Portfolio Specialist will be performing the following duties:

- Support Portfolio Management Head on strategic matters such as the development of portfolio management systems and the creation of a portfolio management framework for GCF to create a best practice unit;
- Monitor and ensure compliance with the provisions in the FAAs;
- Lead the management of all M&E functions, including the development and implementation of M&E guidelines for all GCF operations, in compliance with the Board-approved M&E frameworks of the Fund;
- Identify early warning signals for the portfolio and where necessary, formulate and implement intervention strategies for restructuring;
- Develop and apply GCF's portfolio management framework and processes;
- Review disbursements, waivers, restructuring and other ongoing project-related activities;
- Formulate and execute Accredited Entities (AE) relationship management strategies, maintain and nurture good relationships with AEs in close working relationship with Task Managers in the Division of Mitigation and Adaptation (DMA) and Private Sector Facility (PSF);
- Understand and proactively manage client needs while looking out for GCF's interest;
- Prepare internal monitoring reports on all GCF's projects and portfolio to senior management, the Executive Director, and the Board;
- Prepare external portfolio-level reports for partners and contributors, and collaborate with the Independent Evaluation Unit;
- Liaise with support divisions: Legal, Risk, and Environmental and Social Safeguards to ensure all projects are adhering to GCF's policies and standards;
- For private sector projects, handle 4-5 complex relationships, monitor equity holdings and devise sales strategies;
- Ensure any downside risk is mitigated via relevant strategies, appropriate management actions, or through use of strong relationship management; and
- Extract and feedback into the portfolio, lessons of experience from country, sector, project briefs or profiles prepared by Country Programming Division (CPD), DMA, PSF, Risk, as well as from GCF earlier investments.

Expected experience and qualifications

- MBA or Master's degree in Economics, Finance or relevant field;
- A minimum of 11 years of relevant work experience in project/ program management, and/or corporate finance, including success in promoting and processing of investments;
- Experience in state-of-the art monitoring and evaluation and impact evaluation methodologies;
- Strong portfolio management, financial and credit analysis skills including some advanced financial modeling skills;
- Experience with directly working with clients/partners in developing countries to design, implement, and monitor projects and programs;
- Demonstrated ability to understand the nature of the GCF varied portfolio and sector focus in one or more of climate change areas(s);
- Outstanding interpersonal skills, and the ability to work successfully in multicultural teams and across divisions;
- Highly motivated, committed to highest ethical standards;
- Strong sense of service to GCF and its stakeholders, openness to feedback and to new ideas; and
- Fluency in English is essential; knowledge of local language and/or another United Nations language is an advantage.

Required competencies

- Planning and organizing
- Accountability
- Client orientation
- Technological awareness

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

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

Subject line: “Senior Portfolio Specialist”

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