



# Communications Coordinator (Special Projects)

<b>Grade</b>	IS – 5 Senior Specialist	<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>	28 September 2017
<b>Unit</b>	Communications & Outreach	<b>Vacancy code</b>	GCF/Recruit/221
<b>Reporting to</b>	Head of Communications & Outreach		

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

The Communications Coordinator will have a leadership role within the Communications and Outreach Team, developing high quality products and services in support of GCF's operational divisions and the Fund's 2018 first replenishment round. This role will shape information products that explain how GCF works in practice, how partners can work with the institution – both contributors and implementers – to achieve a paradigm shift towards low emissions and climate resilient development, and how the institution delivers on its mandate. The position will require extensive cooperation with all stakeholders across the Fund to identify communication needs and opportunities, and to deliver specific projects according to the priorities of GCF's Senior Management Team.

## Duties and responsibilities

- Provide expert leadership on the implementation of communications and outreach priorities of the Fund, within budget;
- Support GCF's external relations function, intended to influence the work of GCF stakeholders to mobilize action on climate change, and to prepare for GCF's replenishment;
- Develop and agree strategies for communications and outreach, in partnership with GCF stakeholders, ensuring consistent messaging across all projects and services;
- Coordinate communication plans that foster engagement of external stakeholders, including National Designated Authorities, Accredited Entities, Public and Private Partners, and Civil Society Organisations;
- Develop and manage communication projects across different GCF operational divisions, collaborating with staff and partners to deliver exceptional PR products that promote transparency about the Fund, incl. white papers, opinion pieces, statements; create online and offline external communication products, including materials for GCF's website, government engagement, and media outreach;
- Advise on, and support (digital) outreach strategies to help achieve fundraising objectives in terms of contributor acquisition, social engagement, peer-to-peer fundraising, corporate partnerships, high value donors, legacies;
- Support the Head of Communications & Outreach in delivering external relations strategies;
- Help manage day-to-day external relations for GCF;
- Provide management and leadership support;
- Supervise others to develop GCF's communications products, events and media relations; oversee and manage the work of assigned staff and facilitate effective use of human and financial resources; training, motivating and coaching staff, evaluating performance, advising on career development; and
- Undertake any other task, as assigned.

## Expected experience and qualifications\*

- A minimum of 11 years of professional experience in public diplomacy, advocacy, high-level outreach;
- Demonstrated experience with international institutions, incl. the United Nations System;
- Expert level understanding of climate change science and politics;
- Deep understanding of the global energy mix, and of economic interdependencies;
- Exceptional analytical skills;
- Strong communication skills in written and oral English;
- Ability to work with clients at Senior Management level, under pressure;
- Ability to resist political pressure;
- Ability to plan and to organize work of others;
- Balanced judgment and absolute commitment to confidentiality;
- Impeccable interpersonal skills; cultural sensitivity in communicating with staff at all levels;
- Natural disposition to nurture a harmonious and empowering team environment; 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
- Team work
- 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:  
[recruitment@gcfund.org](mailto:recruitment@gcfund.org)

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

Subject line: “Communications Coordinator”

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.**