



# Junior Pipeline Assistant

<b>Grade</b>	AS – B	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Contract type</b>	3 years	<b>Number of posts</b>	1
<b>Recruitment type</b>	Local	<b>Closing date</b>	10 October 2017
<b>Unit</b>	Division of Mitigation and Adaptation	<b>Vacancy code</b>	GCF/Recruit/227
<b>Reporting to</b>	Mitigation Coordinator		

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 Junior Pipeline Assistant in the Division of Mitigation and Adaptation will be responsible for managing the flow of data concerning the concept notes and funding proposal pipeline of the Division, and for supporting the post-approval process up to 1st disbursement of funds on a project and handover to another unit. This implies interaction with the Fund's ICT unit and supporting the development of the reports and dashboard related to the portfolio of projects and programmes that are both approved by the Board and submitted as funding proposals. S/he will also be responsible for assisting in producing portfolio level impact reporting of the approved projects. S/he will also assist any other tasks as deemed necessary.

## Duties and responsibilities

Under the guidance of the Mitigation Coordinator, s/he will be responsible for:

- Supporting achievement of robust data entry for what concerns concept notes and funding proposals submitted by the accredited entities and National Designated Authorities for consideration. These include tracking of budget amounts, results areas and core indicators among other data to be extracted from the funding proposals and concept notes, ensuring the eligibility of the newly submitted, and channeling them to the corresponding divisions;
- In coordination with the ICT unit, to assure that the management information system of the Secretariat is improved as to serve the portfolio management need of the Division;
- Support the management of the post-approval process of clearing conditions on approved projects, ensuring timely negotiation, execution, and effectiveness of Funded Activity Agreements, and handover to another unit of the Fund;
- Support the regular updates for the Director and the member of the Division on the status of the project/programme portfolio;
- Support the preparation of regular reports and lead the preparation of relevant Board documents such as the Status of the Fund portfolio and coordinate with Private Sector Facility and Country Programming Division for consolidated information on the overall Fund's pipeline portfolio;
- Provide, when requested dashboards, charts and Powerpoint presentations, with updated information on the public-sector projects/programmes status; and
- Support any additional analytical and operational tasks as assigned by the Director

## Expected experience and qualifications\*

- Bachelor's Degree in political science, economics, statistics, sustainable development, environmental sciences, or related fields;
- Three (3) years of relevant work experience in data management;
- Experience in an international setting, and ability to work independently and take initiative in response to the Fund's needs;
- Excellent business writing and presentation skills;
- Ability to articulate complex issues verbally and in writing in a concise manner;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint, and Outlook, 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

- Communication
- Teamwork
- Planning & organizing
- 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: “Junior Pipeline Assistant”

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.**