



# Water Specialist

<b>Grade</b>	IS – 3	<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>	Division of Mitigation and Adaptation	<b>Closing date</b>	12 October 2017
<b>Reporting to</b>	Adaptation Coordinator	<b>Vacancy code</b>	GCF/Recruit/225

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 Water Specialist in the division of Mitigation and Adaptation will be responsible a wide range of analytical and operational support tasks related primarily to processing GCF funding proposals and concept notes towards qualified funding proposals for GCF senior management and Board consideration; as well as closely supporting the full cycle of key GCF policies identification, formulation, development, review and approval processes. The Specialist should also have some specialty and experience in the water sector – as one of the technical support areas of the Division. Experience developing and assessment of climate adaptation projects are required; experience and knowledge of the water sector is required; and work experience in developing/transition country settings is highly desirable.

## Duties and responsibilities

- Technical, analytical and operational support to the timely development, intake and processing of GCF concept notes and funding proposals to the necessary quality standards; as well as other policy and guideline documents including, inter alia, the Fund's investment framework, operational guidelines, procedures and toolkits;
- Supporting the co-ordination of Fund-level programmes facilitating the origination of high-quality proposals, especially from Direct Access Entities, such as the Enhanced Direct Access Pilot and/or the Project Preparation Facility;
- Supporting the co-ordination with other divisions and units on the DMA support to the preparation and execution of Strategic Country Dialogues;
- Support in project and program pipeline development, including initial screening and review of project/program funding proposals and concept notes, interactions with accredited entities in bilateral meetings, preparation of assessment findings, maintenance of the operations database, monitoring of implementation of the approved water-related projects or programs;
- Background research, collecting and analyzing data, conducting specific research and analytical work, drafting written reports to high quality standards, engagement through email and phone calls with the accredited entities, consultants and external experts to the Fund; and oversight and coordination of the relevant documentation internal processing, until the point of publication;
- Provide organizational and substantive support for the Fund's Board meetings and other events and meetings related to the functioning of the Fund. This may include assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions for the Report of the Meeting, and providing support for the drafting of decisions; and
- Additional analytical and operational tasks as assigned by the Adaptation Coordinator DMA; or by extension the Director DMA.

## Expected experience and qualifications\*

- Masters' degree in water management, climate, environmental engineering / resource economics, sustainable development, or related fields;
- At least seven (7) years of relevant work experience;
- Experience in the water sector is required; experience in developing water sector adaptation projects in international / developing countries settings is highly desirable;
- Experience developing and assessing of climate adaptation projects is required; experience and knowledge of the water sector is required; and work experience in developing/transition country settings is highly;
- Experience in water sector policy work is highly desirable;
- Experience in internal project co-ordination is highly desirable;
- Experience in climate finance or development finance is highly desirable;
- Familiarity of multilateral climate funds, project financing, execution of technical assistance projects, and the UNFCCC framework;
- Experience in developing project funding and policy documents, conducting research analysis and articulating findings and recommendations;
- Project management: support integration of GCF policies and guidelines in the design, processing and implementation of concept notes, funding proposals and investment projects;
- Ability to articulate complex issues verbally and in writing in a concise manner in a complex institutional environment;
- Application of own complex specialist knowledge to support other colleagues and peers in day-to-day GCF operations and technical / process analysis in similar working environment;
- Proactively applies relevant international best practices to own work;
- Excellent business writing and presentation skills;
- Strong competence and autonomy in the use of standard software programs: Excel, Word, PowerPoint, and Outlook;
- Fluency in English is essential; knowledge of another United Nations language is an advantage.
- Work experience in a developing/transition country is highly desirable; 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
- 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: “Water 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.**