



Director of External Affairs

Grade	IS - 8	Duty station	Songdo, Incheon - Korea
Contract type	3 years	Number of posts	1
Recruitment type	International		
Unit	Office of External Affairs	Closing date	27 January 2017
Reporting to	Executive Director	Vacancy code	GCF/Recruit/123

The mission of the Green Climate Fund is to expand collective human action to respond to climate change – the defining challenge of our time. Jointly established by 194 Member States of the United Nations in 2010, GCF invests in transformational projects that build low-emission and climate-resilient economies in developing countries. The Fund will serve as an enabler of the Paris Agreement on Climate Change, channelling significant financial resources to developing countries to make an ambitious contribution to global climate action.

To realize this unprecedented mission, GCF is expanding its workforce. It is seeking a Director of External Affairs who will be part of a growing organization that offers exciting challenges and responsibilities.

Position description

The Director of External Affairs will have functional responsibility for the Fund's beneficial relationships with other countries, institutions and partners, with a view to encouraging support and engagement of key stakeholders with the GCF; also for promoting the generation of high-quality funding proposals, and cultivating long-term relationships with donors and prospective donors in Governments and the private sector (corporations, investment funds, foundations etc). Effective outreach and creating partnerships will be critical to the success of this role.

He/she will also be responsible for the Fund's communications functions, including media relations, public relations and events; the Fund's website, online presence and social media; meeting and conference services; and coordination of the Executive Director's public engagements.

Duties and responsibilities

- Builds and maintains positive relationships between the Fund and UNFCCC parties across the globe, particularly to promote funding proposals and other beneficial relationships;
- Develops innovative approaches and strategies for catalyzing and stimulating the effective engagement of key stakeholders at local, national and international levels;
- Builds coalitions and partnerships with external stakeholders, including public/private partnerships and sponsorship-type arrangements;
- Directs the development and implementation of a comprehensive communications strategy;

- Directs the management of the GCF's online presence, including its website, webcast productions, social media engagement and supporting branding as well as complementary outreach activities such as publications, exhibits and events, and merchandising;
- Develops strong relationships with media, initiating and overseeing the implementation of targeted media campaigns and marketing strategies on agreed themes, including on GCF success stories;
- Oversees media and broadcasting facilities and services at Board Meetings of the GCF, where necessary with designated service providers and host country officials.
- Provides strategic oversight to communications-related activities of other Divisions/Offices;
- Manages, and advises on, all matters of international protocol for the Fund;
- Provides an event management service for Fund meetings and conferences;
- Coordinates, and provides materials for the Executive Directors public engagements;
- Coordinates and effectively manages the human and financial resources of the Office;
- Coaches and supports the External Affairs team to achieve optimum results.

Required experience and qualifications

- Masters university degree in international relations, communications, political science, or related area;
- At least 15 years of progressively responsible experience in international relations, journalism or strategic communications of which at least 10 years at the international level in a large multicultural institution;
- Proven track record of developing strong beneficial relations with other institutions and partners;
- Understanding and experienced in international protocol matters;
- Experience in the development and implementation of multimedia public information strategies;
- Proven ability to effectively manage high profile global communications initiatives and campaigns, with particular experience on issues related to new communications technologies, branding and marketing, outreach to diverse global and national audiences, and a proven track record of success in generating and garnering media coverage for international development or international relations issues;
- Experience in managing events and meetings;
- Experience in directing and managing a team of diverse staff to achieve results through clear direction and supervision;
- Fluency in English is essential; knowledge of another United Nations language is an advantage.

Required competencies

- Professionalism
- Planning & organizing
- Communication
- Leadership
- Judgement/decision-making

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: “Director of External Affairs”

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