



**GREEN  
CLIMATE  
FUND**

---

## Administrative Assistant Consultant

Songdo, South Korea

The Green Climate Fund (“GCF”) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, GCF will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

GCF is governed by a Board, composed of an equal representation of developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. GCF will pursue a country-driven approach in its operations.

The GCF is establishing a roster of Administrative Assistant Consultants who will provide administrative support at its headquarters in Songdo, Republic of Korea.

### Role

Under the overall guidance of the Manager, the Consultant will assist with a range of administrative tasks.

### Duties and responsibilities

The Administrative Assistant Consultant will be responsible for but not limited to:

- Process, monitor, review and follows-up on actions related to the administration of the Secretariat’s activities;
- Enter, maintain and certify administrative data and record, establish and maintain both electronic and hard copy filing systems;
- Draft routine correspondence and responding to routine requests for information;
- Format, proof-read, and edit texts for adherence to established standards, grammar, and style in official documents, reports, and invitation letters;
- Maintain official records files and information material;
- Receiving visitors and maintain the calendar/schedule for arranging meetings, interviews and appointments;
- Assist in preparation and logistical planning for various events e.g. conferences, workshops, interviews, other formal and informal meetings;
- Excellent organizational skills, ability to multi-task and attention to detail;
- Maintain and review tables; print, review, prepare reports and statistics;
- Maintain files of rules, regulations, administrative instructions and other related documentation;
- Draft and prepare internal and external written correspondence; and
- The incumbent organizes her work, sets priorities, meets critical deadlines, and follows up on assignments with minimum direction.

#### **Green Climate Fund**

Songdo International Business District  
G-Tower, 175 Art Center-daero  
Yeonsu-gu, Incheon 406-840  
Republic of Korea

### Required experience and qualifications

- Bachelor's degree, with at least three (3) years of relevant experience or equivalent combination of relevant education and experience;
- Knowledge of/ability to perform diverse and intricate work routines that are specific in objective;
- Ability to work independently and under pressure; take initiative in judging priorities and organizing work accordingly;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- Intermediate knowledge and ability to use standard applications suite (MS Office);
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential;
- Mature judgment and absolute commitment to confidentiality;
- Willingness to work overtime at a short notice; and
- Fluency in English is essential; knowledge of local language and/or another United Nations language is an advantage.

**Candidates of all nationalities are welcome to apply. However, the compensation and benefits package for this position will be determined on the basis of a local recruitment.**

Interested candidates, are required to send an email attaching their CV and a letter of interest in a single file to: [roster@gcfund.org](mailto:roster@gcfund.org)

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

Subject line: "Administrative Assistant Consultant"