



**GREEN
CLIMATE
FUND**

Internship with the Green Climate Fund *Compliance*

Terms of Reference

Duration	: 6 months
Starting date	: Flexible throughout 2017/2018
Location	: Songdo, Incheon City, Republic of Korea
Remuneration	: US\$ 1,000/month
Shortlisting starts	: Ongoing basis

Background

The Green Climate Fund (the Fund) 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.

The Fund 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, the Fund 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.

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

The Fund's interns will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea.

Internship Assignment

The Intern will provide operational and administrative support to the Compliance team (within the Office of Risk Management and Compliance). S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the area of Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT). In addition, s/he will have the opportunity to apply her/his first-hand knowledge on institutional Compliance to the specifics of the Fund while supporting with the development and implementation of the Compliance Management Framework.



Under the overall guidance of the designated primary and alternate supervisors within the Compliance team, the Intern is expected to:

- a) Support the Compliance team in conducting their individual responsibilities under the AML/CFT and Compliance framework, which could include gaining insight into risk monitoring and assessment of funding proposals, readiness support proposals and disbursement sign-offs;
- b) Support drafting and reviewing of the AML/CFT and Compliance – related policies and guidelines;
- c) Support monitoring and controls to ensure compliance with laws, statutes and other regulations, relevant internal rules and procedures, and assuring that compliance and money laundering/financing of terrorism risks are managed by the relevant function; and
- d) Other responsibilities may include providing support for (Board, Risk Management Committee) meetings and other events, performing general research tasks, preparation and editing of documents, taking minutes, preparing summaries of discussions, etc. as may be required.

Requirements and qualifications

- a) Enrolled in or graduation within one year from Master's or Ph. D. program in Law, Economics, Business, Public Administration or related fields;
- b) Basic understanding of Compliance principles, ethical behaviour and AML/CFT frameworks;
- c) Knowledge and experience and/or proven interest in Compliance, AML/CFT risk management;
- d) Proven interest in due diligence software applications;
- e) Insight and experience in operations of international organization is an added advantage;
- f) Good understanding and experience in drafting documents with strong emphasis in research and analysis;
- g) Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- h) Excellent writing and presentation skills;
- i) Fluency in English is essential; knowledge of another United Nations language; and
- j) Established reputation for integrity, sound judgement, fairness and discretion is a must.

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

Interested candidates are requested to send their CV and letter of interest to: internship@gcfund.org.

Please send a single file named: "[last name] [first name]" (e.g. Johansson Anna).

Subject line: "Compliance Internship".

Please indicate the date of your earliest availability in your resume.

Applications are accepted and reviewed promptly until filled.