



**GREEN
CLIMATE
FUND**

Internship with the Green Climate Fund *Independent Redress Mechanism*

Terms of Reference

Duration	: 3-6 months (with the possibility of extension)
Starting date	: Ongoing basis
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 communications support to the Independent Redress Mechanism of the GCF. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the establishment of systems for the prevention of prohibited practices.

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

- a) Design and produce a series of communications products to allow the IRM to communicate effectively with different audiences. These include:



- A narrative style manual and information sheets for potential complainants, which is easily understood, and can be used in communicating with people of varied backgrounds, including low literacy;
 - A brochure and presentations for outreach events with civil society organizations;
 - Information sheets for IRM interactions with GCF personnel; and
 - A script for a short animated video on the IRM's work.
- b) Laying out IRM documents and publications to enhance their uptake.
- c) Review and provide inputs to the IRM's overall communications strategy.
- d) Review and provide inputs to the IRM's website, and contribute to its content as well as social media management

Requirements and qualifications

- a) Enrolled in or recently graduated from Master's program in communications, graphic design or other related field;
- b) Knowledge and experience with designing and producing communication materials for different audiences, particularly in relation to environmental or climate change matters;
- c) Proficiency in a variety of communications tools and products;
- d) Knowledge of and/or exposure to accountability mechanisms, grievance redress or community relations;
- e) Innovative thinker who is flexible and adept at finding creative solutions to communication needs, including with limited budget;
- f) Excellent writing skills;
- g) Fluency in English is essential; knowledge of another United Nations language, in particular French and/or Spanish, is an advantage;

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

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: "**Independent Redress Mechanism Internship**".
Please indicate the date of your earliest availability in your resume.

Applications are accepted and reviewed promptly until filled.