



Internship with the Green Climate Fund ***Office of Risk Management and Compliance***

Terms of Reference

Duration	: 6 months
Starting date	: Flexible
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 Office of Risk Management and Compliance. S/he will have the opportunity to learn and gain experience by providing assistance in the implementation and maintenance of the Risk Management Framework (RMF), of which the first set of components were approved by the Board in July 2017. Through this work, the intern will also have the opportunity to engage and interact with other divisions within the organization to better understand the work of the GCF.

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

- a) Assist in conducting research and data collection for implementation and maintenance of the RMF;
- b) Support risk specialists with their responsibilities under the RMF;



- c) Support monitoring and evaluating risk levels at GCF within approved risk appetite and tolerances;
- d) Provide support to the Risk Management Committee and internal committees as deemed necessary;
- e) Other responsibilities may include providing support for board meetings and other events, preparation and editing of documents, taking minutes, preparing summaries of discussions, etc.

Requirements and qualifications

- a) Enrolled in or graduation within one year from a Master's or Ph. D. program in risk management, finance, statistics, business administration, climate change finance, sustainable development, or related fields;
- b) Knowledge and experience in drafting documents with strong emphasis in research and analysis;
- c) Good understanding and experience in operations of international organization is an added advantage;
- d) Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- e) Excellent writing and presentation skills;
- f) Fluency in English is essential; knowledge of another United Nations language 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: "Risk Management Internship".

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

Applications are accepted and reviewed promptly until filled.