



**GREEN
CLIMATE
FUND**

Internship with the Green Climate Fund *Human Resources and Talent Management Unit*

Terms of Reference

Duration	: 4-6 months
Starting date	: August 2017
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 Human Resources Unit. Under the overall guidance of the designated primary and alternate supervisors within the Human Resources team, the Intern is expected to:

- a) Support in creating a strong HR data management system;
- b) Assist in recruiting activities;
- c) Assist in developing HR workflows and KPIs;
- d) Provide any other administrative support as required.



Requirements and qualifications

- a) Enrolled in Master's program in Human Resources or related fields;
- b) Good understanding and experience in operations of intentional organization is an added advantage;
- c) Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- d) Excellent writing and presentation skills;
- e) Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese 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: "HR Internship".

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

Applications are accepted and reviewed promptly until filled.