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, considering the needs of those developing countries particularly vulnerable to the adverse effects of climate change. The Fund will pursue a country-driven approach in its operations.

The Fund is governed by a Board, composed of an equal representation of developed and developing countries; the Board oversees the operation of all relevant components of the Fund. The Fund is serviced by an independent Secretariat, which is accountable to the Board and headed by an Executive Director. The Secretariat, which is accountable to the Board, is responsible for the day-to-day management of the Fund, and is located at the Fund’s headquarters in Songdo, Incheon City, in the Republic of Korea.

The Fund is seeking an exceptional person who will take up the challenge of joining a high-performing organization at the leading edge of the financing of climate action in developing countries.

**Position description**

The Documentation Support Specialist will assist in managing the overall documentation development process of the GCF.

**Duties and responsibilities**

*Editorial support and guidance*

- Edit, review and proofread a diverse range of GCF documents to ensure that they express ideas clearly, are of a consistently high standard and adhere to GCF editorial style;
- Provide guidance to Secretariat staff for all matters relating to documentation, editorial and layout matters;
- Work closely with responsible staff members to develop texts and make recommendations for any editing action required;

---

GCF values diversity and encourages applications from people of all backgrounds, regardless of age, race, gender, sexual orientation, citizenship, religion, disability, or similar other attributes.
• Prepare documentation related guidelines or notes as required.
• Prepare documentation related reports or notes as requested by the Board or GCF senior management.

**Drafting and report-writing support**
• Prepare initial draft reports of GCF Board meetings, incorporating comments received, and finalizing the document for adoption by the Board;
• Take minutes at GCF Board meetings;
• Review drafts of reports with designated GCF staff and drafters;
• Transcribe audio from Board meetings to help clarify questions raised by Board members after meetings;

**Documentation related IT skills**
• Develop and maintain the GCF Board Decision Tracking System in coordination with focal points across GCF divisions;
• Oversee the utilization of the GCF documentation tracking system to ensure the effective monitoring of documentation development cycle;
• Assist in ensuring the accurate and timely publication of various GCF documentations on the GCF website;
• Develop or enhance any GCF documentation templates to ensure standard presentation of GCF documents in the highest quality;

**Training**
• Supervise and train staff to conduct documentation quality control, including formatting, assigning and verifying documentation codes, and the proper transmission of Board documents to the GCF Board and wide public;
• Prepare and make presentations on documentation related matters to GCF staff.
• Organize workshop or training sessions on documentation as required.

**Expected experience and qualifications**

• Master’s degree in English, literature, linguistics or journalism and/or substantial experience in a similar post. Additional relevant years of experience may be considered in the absence of advanced degrees;
• Hold a first-level degree from a university or an institution of equivalent status, where, normally, the language of instruction is English;
• Minimum of seven (7) years of relevant work experience;
• Proven drafting and editorial skills, along with a knowledge of editorial policies and practices at international organizations;
• Ability to exercise good judgment, meet tight deadlines and maintain required productivity without compromising quality;
• Precision and attention to detail. Ability to spot errors and inconsistencies in large volumes of text;
• Proficiency in use of commonly used word-processing software;
• Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint, Outlook, and Access; and
• Fluency in English is essential; knowledge of another United Nations language is an advantage.

*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.

**Special requirement**
• The ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity.

---

**GCF values diversity** and encourages applications from people of all backgrounds, regardless of age, race, gender, sexual orientation, citizenship, religion, disability, or similar other attributes.
Required competencies

- Accountability
- Planning & organizing
- Managing performance
- Empowering others

How to apply

Interested candidates are requested to send their CV and a letter of interest in a single PDF file to: recruitment@gcfund.org

File name: “[last name], [first name]” (e.g. Peterson, Anna)
Subject line: “Editorial Support Specialist”

Those who applied for Documentation Support Specialist does not need to re-apply.

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.

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