



Compliance Specialist

Grade	IS-4 Specialist	Duty station	Songdo, Incheon - Korea
Contract type	3 years	Number of posts	1
Recruitment type	International	Closing date	17 September 2017
Unit	Office of the Risk Management and	Vacancy code	GCF/Recruit/199
Reporting to	Fiduciary Compliance Specialist		

The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.

Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions which reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change.

Since its establishment, the GCF has mobilized 10.3 billion USD, accredited 54 entities to channel its resources and approved 43 funding proposals. In addition, it has built up an extensive program to support developing countries identify their needs, in particular those who are most vulnerable to climate change impacts.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff make unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.

We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast moving, dynamic environment.

This is a unique opportunity for a highly-skilled and ambitious individual to be part of a new international organisation with exciting challenges that will shape thinking and action on climate change in developing countries and more broadly across the globe.

Position description

The Compliance Specialist will be mainly responsible for Compliance, including Anti-Money Laundering (AML), Counter Financing of Terrorism (CFT) and related compliance matters. S/he will work closely with the Fiduciary Compliance Specialist and support with expert knowledge of international standards on Compliance, including conflicts of interests and gift and entertainment, AML/CFT, including Know-your-customer/counterparty (KYC), and

other financial crime. The role will work cross-functionally to promote a culture of compliance within the Fund.

Duties and responsibilities

- Development and regular review of compliance related policies and procedures, focusing on AML/CFT and other compliance related topics while following the risk-based approach;
- Strategically support the set-up and operationalization of the compliance function;
- Drafting of guidelines and check-lists to help prevent and detect compliance and AML/CFT violations;
- Advise and assist operational staff with AML/CFT and compliance subject matter advice;
- Improve the system and standards of counterparty due diligence of the Fund, including the definition of minimum requirements of KYC;
- Lead with the development and performance of Fund-wide trainings (internal/external) in the field;
- Support examinations on potential allegations of ML/FT and/or compliance violations, including:
 - Formulating detailed examination plans;
 - Reviewing and analyzing relevant information;
 - Preparing and editing examination reports; and
 - Assuring proper documentation and cataloging;
- Advice on introduction and development of an AML/CFT monitoring system in collaboration with other divisions;
- Provide support in the preparation of regular reports, including the compliance risk assessment;
- Build strong partnerships with divisions and offices across the organization to foster an understanding of international standards in compliance and AML/CFT among staff; and
- Act as officer in charge in the absence of the Fiduciary Compliance Specialist.

Expected experience and qualifications

- Master's degree in Law, Business Administration, Accounting, Finance or related field;
- Certification in International Compliance Association (ICA), Association of Certified Anti-Money Laundering Specialists (ACAMS), or similar professional certification would be an advantage;
- A minimum of 9 years of relevant professional work experience, with at least 6 years within a global financial institution or Big 4 Accounting/Consulting firm;
- A mixture of private and public sector experience is an advantage;
- Track record in AML/CFT, including "KYC" policies and procedures;
- Knowledge of Compliance Management Systems including their development;
- Exceptional analytical skills, sound judgement and keen attention to detail;
- Experience in writing policies in/for financial institutions;
- Familiarity with different financial sanctions and embargo regimes;
- Work experience with AML/CFT monitoring and research systems;
- Involvement with the development of compliance training materials;
- Experience with Anti-Corruption and Anti-Fraud best practices is an advantage;
- Experience in applying knowledge in diverse international settings and/or different organizations;
- Ability to think outside the box when required;
- Established reputation for integrity, sound judgement, fairness and discretion is a must;
- Demonstrated ability to maintain the highest ethical standards of professional and personal conduct, including ability to undergo a thorough professional, personal and financial background investigation with satisfactory results;
- Ability to influence and convince others and to make difficult decisions when necessary;
- Demonstrated capability to work in a team and collaboratively with other divisions;

- Ability to work under pressure and to balance multiple work priorities; and
- Fluency in English is essential; knowledge of local language and/or another United Nations language is an advantage.

Required competencies

- Judgement/decision making
- Accountability
- Building trust
- Creativity
- Communication

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: “Compliance Specialist”

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