



# Team Assistant

## (Office of the Risk Management & Compliance)

<b>Grade</b>	AS – C	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Contract type</b>	3 years	<b>Number of posts</b>	1
<b>Recruitment type</b>	Local	<b>Closing date</b>	26 September 2017
<b>Unit</b>	Office of the Risk Management & Compliance	<b>Vacancy code</b>	GCF/Recruit/219
<b>Reporting to</b>	Risk Manager		

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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.

### Position description

The Office of Risk Management & Compliance Assistant will be responsible for providing operational and administrative support specifically to the function of Risk Management and directly supporting the Risk Manager.

### Duties and responsibilities

Provide general operational and administrative support to the Risk Management function and directly supporting the Risk Manager;

- Draft routine correspondence to internal and external stakeholders;
- Maintain official records, files and information material;

- Coordinate the internal flow of communications within the team, ensuring timely dissemination of information to all; responding to routine requests for information;
- Provide onboarding support and arranging induction schedule for new members to the Office;
- Act as focal point of the team in liaising with IT division, facilities office, and travel team to ensure that IT, office equipment, facilities, and travel needs of the team are addressed;
- Support the team in procurement and finance related matters (e.g. consultants' contract extensions, submitting claims for reimbursements etc.);
- Receive visitors, maintain the team calendar, the Risk Manager's calendar (e.g. arranging meetings and appointments for the Risk Manager);
- Assist in preparation and logistical planning for various events (e.g. conferences, workshops, Board meetings, other formal and informal meetings); and
- Carry out any other administrative and support duties as requested.

### Expected experience and qualifications\*

- Bachelor's degree, with a minimum of (5) years of relevant work experience;
- Formal training in secretarial, clerical, administrative, and/or operational services desirable;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- Ability to exercise tact and discretion when communicating with stakeholders of varying levels of influence;
- Ability to organize his/her work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction;
- Strong teamwork and interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- Good knowledge of office technology such as MS office package, and experience in working with databases is highly desirable; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language 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.

### Required competencies

- Planning and Organizing
- Team work
- Building trust
- 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](mailto:recruitment@gcfund.org)

File name: "[last name], [first name]" (e.g. Peterson, Anna)

Subject line: "Team Assistant – Risk Management"

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. However, please note that the terms and conditions of appointment are based on a local recruitment.**