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 Associate Professional, Entity Relations in the Country Programming Division will be responsible for assisting the Entity Relations team with a range of operational and analytical tasks necessary for the ongoing operationalization of the Fund, particularly in supporting the team (a) in programming tasks related to Entity Work Programmes from Accredited Entities, particularly direct access; (b) in processing readiness support proposals and project preparation support for direct access entities; and (c) in outreach to entities, particularly direct access entities, seeking to become accredited to the GCF. The direct access entities may include Ministries, regional, national and/or sub-national financial institutions, private sector entities, state owned entities, NGOs, etc.
Duties and responsibilities

Within the Country Programming Division and as a member of the Entity Relations team, she/he will:

- Support the Specialists to maintain relationship with Accredited Entities, particularly direct access, including private sector entities and financial institutions, and guide them as they work with the country National Designated Authority (NDA) or focal point to:
  - Prepare their Entity Work Programmes; and
  - Identify, prepare, and submit funding proposals;
- Support the team in maintaining knowledge about Accredited Entities (particularly direct access entities), including their scope of operations, updates in relation to their accreditation and readiness needs, and preparing delegation briefs and talking points, as needed;
- Support developing countries, in coordination with their country focal points, in the selection and nomination of subnational, national or regional, public, private or non-governmental entities to get accredited for direct access;
- Support in processing readiness support proposals for direct access entities for pre-accreditation engagement; institutional capacity building including in the areas of GCF fiduciary standards, environmental and social safeguards, and gender policy; project preparation proposals; and overall strengthening of direct access entities in various aspects related to their engagement with the GCF;
- Support the team on matters related to the accreditation process and help to coordinate meetings and plan negotiations of legal arrangements with Accredited Entities;
- Operational support for the preparation of key documents, including background research, collecting and analysing data, conducting specific research and analytical work, drafting written reports, engagement through email and phone calls with the Fund consultants and experts, and oversight and coordination of the relevant documents internally up to the point of publication;
- Provide organisational and substantive support for the Fund’s Board meetings and other events and meetings related to the functioning of the Fund. This may include assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions for the Report of the Meeting, and providing support for the drafting of decisions;
- In close coordination with other Associate Professionals at the Country Programming Division and within the GCF, implement appropriate learning and knowledge sharing; and
- Additional operational tasks as assigned by the Director, Deputy Director, the Head of Entity Relationship Management and Accreditation and Entity Relationship and Accreditation Specialists.

Expected experience and qualifications*

- Masters level in economics, finance, sustainable development, governance, climate change and environmental policy, law, institutional systems, or related fields;
- Two (2) to four (4) years of relevant work experience. Climate finance and experience in, or working with, developing countries is highly desirable
- Experience in an international setting is an advantage; 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 qualifications, experience and skills that would qualify candidates for consideration. Other combinations of academic qualifications and years of experience may be considered. Selection among short-listed candidates will also take into account performance at interview, appropriate testing and references.
Required competencies

- Communication
- Teamwork
- Planning & organizing
- Accountability
- Client orientation

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: “Associate Professional - Entity Relations”

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.