



Compliance and Dispute Resolution Associate

Grade	IS - Specialist	Duty station	Songdo, Incheon - Korea
Contract type	3 years	Number of posts	1
Recruitment type	International		
Unit	Independent Redress Mechanism Unit	Closing date	13 January 2017
Reporting to	Head of Independent Redress Mechanism Unit	Vacancy code	GCF/Recruit/122

The mission of the Green Climate Fund is to expand collective human action to respond to climate change – the defining challenge of our time. Jointly established by 194 Member States of the United Nations in 2010, GCF invests in transformational projects that build low-emission and climate-resilient economies in developing countries. The Fund will serve as an enabler of the Paris Agreement on Climate Change, channelling significant financial resources to developing countries to make an ambitious contribution to global climate action.

To realize this unprecedented mission, GCF is expanding its workforce. It is seeking a Compliance & Dispute Resolution Associate who will be part of a growing organization that offers exciting challenges and responsibilities.

Position description

The Compliance & Dispute Resolution Associate (CDRA) will provide support to the Head, Independent Redress Mechanism Unit (IRM Unit). The CDRA will assist in and undertake a wide range of duties, and especially focus on managing complaints from people affected by projects funded by the GCF, including dispute resolution, mediation, compliance review and investigation..

Duties and responsibilities

The CDRA's duties and responsibilities include the following tasks:

- Provide administrative and operational support to the Head, IRM Unit in the processing of complaints, including operating the case management system; manage and conduct dispute resolution efforts and compliance investigations by the IRM Unit; and support and guide consultants involved in compliance interventions;
- Ensure that complaints are handled according to the established guidelines and procedures of the IRM Unit, engaging in dispute resolution and compliance review, organizing site visits, gathering of evidence, document review, conducting interviews, investigating complaints and assisting in the writing of case reports;
- Support the Head of the IRM Unit by proactively identifying lessons learned from cases filed with the IRM Unit;

- Participate in and provide organizational support for the Fund’s Board meetings, meetings of the Ethics and Audit Committee of the Board and other events and meetings related to the IRM Unit;
- Support the Head, IRM Unit in meetings with complainants, witnesses, stakeholders, GCF Secretariat staff, staff of Accredited Entities and National Designated Authorities, government officials and Board members;
- Draft and prepare internal and external written correspondence in English; and
- Perform additional tasks as may be assigned or delegated by the Head, IRM Unit.

Required experience and qualifications

- Master’s degree in a subject relevant to mediation, dispute resolution, compliance, law, public administration, management or governance (required, but may exceptionally be waived if the candidate has commensurate experience in mediation and compliance work together with a Bachelor’s degree);
- At least 7 years of relevant experience of which at least 2-4 years of work experience should be in a grievance redress mechanism of an international financial institution or international organization or multi-national corporation (required)
- Working in or with developing country partners (required);
- Knowledge of social and environmental safeguards and compliance (required)
- Knowledge of/ability to perform diverse and intricate work routines that are specific in objective;
- Ability to work independently and under pressure with a high-level of accuracy and attention to detail;
- Ability to exercise tact and discretion in dealing with internal and external parties;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint and Outlook;
- Excellent writing and presentation skills;
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- Fluency in English is essential; knowledge of another United Nations language is an advantage; and
- Proficiency in Korean language is an advantage.

Required competencies

- Client orientation
- Planning and organizing
- Team work
- Commitment to continuous learning
- Sound Judgement / decision-making

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 and Dispute Resolution Associate”

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