



Call for Compliance, AML/CFT and KYC Experts – Office of Risk Management & Compliance (ORMC)

The Green Climate Fund (GCF) is a multilateral fund created to make significant and ambitious contributions to the global efforts to combat climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF aims to promote a 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 climate change, while accounting for their needs and supporting particularly those that are vulnerable to the adverse effects of climate change. The GCF is governed by a Board, composed of an equal number of members from developed and developing countries. It is operated by an independent Secretariat headed by an Executive Director.

The mission of the Office of Risk Management & Compliance (ORMC) of the GCF is:

- to create a comprehensive risk and compliance framework to anticipate, identify, prioritize, manage and monitor the portfolio of business risks impacting the GCF; and
- to put in place the policies, common processes, competencies, accountabilities, reporting and enabling technology to execute that approach successfully.

The Compliance Function is part of the ORMC and has the following main objectives at the GCF:

- to ensure that all Compliance Risk Events (such as Money Laundering (ML), Terrorist Financing (TF) and organizational Compliance) are appropriately managed through a risk-based approach;
- to involve early in the consultation process of addressing any compliance-related risk incidents;
- to ensure its objectivity in its compliance-related scope of work by maintaining its independence from other Secretariat divisions/units;
- to ensure the GCF staff is empowered to manage compliance risks appropriately and to ensure a culture of good compliance in the GCF; and
- to ensure the GCF's investment related processes are performed in compliance with contractual obligations of the GCF's counterparties, including complying with applicable regulations, international standards and best practices as required by the contribution agreements.

To fulfil these roles and responsibilities, the GCF ORMC is establishing a Roster for Compliance Experts who will be part of a growing organization that offers exciting challenges and responsibilities.

The Compliance Experts are required to have significant experience and knowledge in at least one (1) of the following three (3) key subject matters:

1. Compliance Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT) Specialists (with focus on projects and activities)

Duties and Responsibilities:

- Analyzing and addressing AML/CFT and abuse risks in the Fund financed or supported activities with all counterparties in relation with but not limited to (i) all proposed and ongoing support as well as projects / programs; (ii) all pipelines (iii) goods and service providers, and (iv) staff hiring,



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- etc., providing advice to strengthen internal control on a Fund-wide basis;
- Reviewing related legal documents such as Accreditation Master Agreements (AMAs), Funded Activity Agreements (FAAs) and project/programme outline documents such as Readiness and Funding Proposals;
 - Developing policies, procedures, checklists primarily on AML/CFT;
 - Fostering an understanding of international standards on AML/CFT and compliance among staff;
 - Evaluate results from screening against economic sanctions / cross-debarment lists;
 - Support examinations on potential allegations of ML/TF and/or compliance violations, including:
 - a) Formulating detailed examination plans;
 - b) Reviewing and analyzing relevant information;
 - c) Preparing and editing examination reports; and
 - d) Assuring proper documentation and cataloging;
 - Performing evaluation of capacity assessment reports on AML/CFT and prohibited practices with respect to GCF counterparties;
 - Provide support in the preparation of regular reports, including the compliance risk assessment;
 - Undertaking other work as may be assigned by the Fiduciary Compliance Specialist/Head of Risk & Compliance.

2. Compliance Know Your Customer (KYC) Specialists

Duties and Responsibilities:

- Developing policies, procedures, checklists primarily on KYC to fill potential gaps of counterparty due diligence;
- Improve the system and standards of counterparty due diligence of the Fund, including the definition of minimum requirements of KYC and criteria for enhanced due diligence;
- Advising on integrity due diligence on relevant counterparties of the Fund;
- Developing and/or recommending processes to audit, validate, verify or test counterparty due diligence programs;
- Providing advisory services in relation to potential counterparty exposures to fraud, corruption, and other inappropriate practices;
- Undertaking other work as may be assigned by the Fiduciary Compliance Specialist/Head of Risk & Compliance.

3. Institutional Compliance Specialists

Duties and Responsibilities:

- Supporting the set-up of a Compliance function and culture within the Fund, including the development of internal compliance policies and procedures;
- Advising on drafting the conflict of interest framework, including corresponding policy documents for conflict of interest matters, gift and entertainment, financial disclosure and other related policy matters;
- Lead with the development of Fund-wide trainings (internal/external) in the field and perform workshops as required;
- Developing and/or recommending processes to audit, validate, verify or test the effectiveness of these policies within the GCF;
- Provide support in the preparation of regular reports, including the compliance risk assessment;
- Undertaking other work as may be assigned by the Fiduciary Compliance Specialist/Head of Risk & Compliance.

Required experience and qualifications

- Master's degree in Law, Business Administration, Accounting, Finance or related fields complemented by a Professional Designation of International Compliance Association / Certified Fraud Examiner / Certified Compliance Officer / Association of Certified Anti-Money Laundering Specialists or other relevant Professional Designation preferred;
- At least 10 years (for AML/CFT Specialist and Institutional Compliance Specialist) or 6 years (for KYC Specialist) of relevant professional work experience within a global financial institution or Big 4 Accounting/Consulting firm demonstrating progression of responsibilities, including administrative investigation; financial or performance auditing; economic analysis or other fields that demonstrate application of analytical skills with sound judgment; professional qualification as a lawyer or equivalent would be an advantage;
- Track record in AML/CFT, including "KYC" policies and procedures;
- Experience with Anti-Corruption and Anti-Fraud best practices is an advantage;
- Involvement with the development of compliance training materials and organizing workshops;
- Profound knowledge of economic sanctions, cross-debarment lists and embargo regimes;
- Sound expertise in specific area, with experience applying knowledge in diverse international settings and/or different organizations;
- Ability to perform under pressure and interact with others with the utmost diplomatic and professional manner, especially in a highly diverse multicultural environment;
- Ability to balance multiple work priorities effectively and adapt priorities;
- Demonstrated teamwork (ability to work with others to achieve more effective results), leadership (apply interpersonal influence to inspire others to move in a meaningful direction with competence and commitment), and conceptualization (developing viable solutions based on an understanding of institutional perspective and needs) skills;
- Experience in dealing with multilateral institutions, regulators, managing Compliance policies and international funds is a plus;
- Exceptional analytical skills complemented by strong writing skills, ability to work in multi-cultural environments and possesses strong political sensitivity;
- Excellent oral and written communication skills in English, including the ability to clearly and concisely prepare, present, discuss and defend issues, findings, and recommendations at senior levels and to produce complex and compelling reports, papers, etc.; and
- proficiency in another United Nations language would be an advantage.

Specific requirements

- 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;
- Established reputation for integrity, sound judgment, fairness, and discretion;
- Strong political sensitivity.

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

Interested candidates are required to send an e-mail attaching a **CV and a letter of interest** in a single file to: roster@gcfund.org

In the letter of interest, please clearly indicate the subject matter(s) in which you have expertise along



with brief statements describing relevant experience. Also indicate in the file name your subject matter(s) in which you have expertise with AML-CFT, KYC, and/or Institutional Compliance.

Please indicate your earliest availability to take up the assignment, and the required notice-period if employed.

File name: “[last name], [first name] - [indicate one or more of the subject matters: AML-CFT, KYC, Institutional Compliance]” (e.g. Olsson, Anna - AML-CFT, Institutional Compliance)

Subject line: “Compliance Expert Roster”.

Administration of the roster

Potential applicants may be requested to participate in web-based or Skype interviews and may be asked to submit examples of previous work. Applicants who meet the above qualifications will be added to the Compliance Expert Roster for further consideration for work as opportunities arise. Depending on the needs of the GCF, candidates on the roster may be contacted to ascertain their availability and suitability to perform the work, following which contractual arrangements on various durations (from a few weeks up to one year, extendable) will be made accordingly.

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. If a response is not received, 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.