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## Call for Roster of Mediators for Employment and Labor and Disputes

Remote

The Green Climate Fund (“the Fund”) is a fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. The Fund will promote 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 the impacts of climate change.

The Fund will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, the Fund will promote the 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 the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

In providing the staff members with effective avenues for conflict resolution, the GCF intends to establish a roster of mediators who are skilled and qualified to undertake professional mediation.

### **Duties and Responsibilities:**

Under the guidance of the Head of Human Resources, the consultant will be responsible to:

- Receive and review case documentation in line with provisions of GCF Administrative review and appeals procedures;
- Engage with the parties in dispute in order to understand the situation holistically from each party’s perspective;
- Assist the parties to communicate with each other and understand each other’s point of concern;
- Facilitate the parties in coming to a resolution through employment of various techniques as the situations demand;
- Manage mediation and conflict resolution efforts from the beginning to the resolution/ final outcomes agreed by the parties;
- Draft, discuss and formalize agreements reached between the parties through the mediation process;
- Perform additional tasks as may be assigned or delegated by the supervising staff.

### **Expected experience and qualifications:**

- Master’s degree in a subject relevant to problem solving, conflict management, mediation, dispute resolution, or a related field
- Professional qualification in mediation, conflict management or any relevant area is desired;
- At least 7 years of relevant experience, with 5 years handling mediation and conflict resolution in employment settings;
- Extremely high level of independence, integrity and impartiality;
- Ability to exercise tact and discretion in dealing with internal and external parties;



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- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of stakeholders, both orally and in writing;
  - Ability to use independent and sound judgment and to manage confidential information and processes; and
  - Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage

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

Interested candidates, are required to send an e-mail attaching their CV and a letter of interest in a single file to: [roster@gcfund.org](mailto:roster@gcfund.org)

File name: “[last name], [first name]” (e.g. Olsson, Anna)

Subject line: “Roster of Mediators for Employment and Labor Disputes”

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 requirements above will be added to the Risk Management 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 with 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.*