



**GREEN  
CLIMATE  
FUND**

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## Conference Assistant Coordinator

Songdo, South Korea

The Green Climate Fund (“the Fund”) is a new multilateral 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 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.

The Fund is governed by a Board, composed of an equal number of members from developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director.

The Fund seeks to recruit a Conference Assistant Coordinator to join its team at its headquarters in Songdo, Republic of Korea, for a period of 8 months.

### **Role**

The Green Climate Fund (GCF) is currently organizing its second GCF Private Investment for Climate Conference during October 2019. The GCF conference will attract more than 600 guests from over 100 developing countries. The Conference Assistant Coordinator is expected to play an important role in providing support in the preparations of the GCF Private Investment for Climate Conference. The Conference Assistant Coordinator will effectively be the bridge between the GCF Conference Committee and the conference participants. The Conference Assistant Coordinator will be under the supervision of the Head of Private Equity Funds and working closely with the Conference Committee.

### **Duties and responsibilities**

The Consultant will be responsible for but not limited to:

- Liaise with the GCF Private Investment for Climate Conference committee on the list of invitees;
- Send out information including mailing literature on the conference date, location, and purpose to interested parties and attendees;
- Support in reaching out to speakers, experts, panelists and others who will speak at the conference;
- Respond to calls and e-mails related to conference registration and attendance;
- Arrange and support with the Logistic arrangements of guests;
- In close coordination with the GCF conference committee, to develop the overall agenda layout using Adobe products (e.g. Photoshop, Illustrator, etc.);
- In close coordination with the GCF conference committee, to support and arrange all the logistics for having the relevant Korean Ministries extend the Protocol required for VVIPs;
- Support in the conference communications and coordination efforts;

#### **Green Climate Fund**

Songdo International Business District  
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- Process all other additional requests such as room set-up, catering needs and audio-visual device requirements; and
- Any other tasks requested by the GCF Conference Committee.

#### **Required experience and qualifications**

- Bachelor's Degree with minimum 2 years of relevant experience
- Experience in conference and event management
- Excellent written and oral communication skills in English are essential for this position.
- Customer service experience in interacting with high government officials

#### **Applications from women and citizens from developing countries are strongly encouraged.**

Candidates of all nationalities are welcome to apply. However, the compensation and benefits package for this position will be determined on the basis of a local recruitment.

Interested candidates, are required to send an email 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. Peterson, Anna)

Subject line: "Conference Coordinator Consultant"

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

Closing date for applications is 03 April 2019 (KST). Applications submitted after the closing date may not be considered.

*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.*