



Data Management Assistant Consultant

Songdo, Republic of Korea

The Green Climate Fund (“GCF”) 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.

GCF 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, GCF 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, considering 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 pursues a country-driven approach in its operations.

The fund seeks to recruit a Data Management Assistant Consultant to join its team at the Fund’s headquarter in Songdo, Incheon City, Republic of Korea. The position is for an initial six-month period.

Role

The Data Management Assistant Consultant in OPM will be responsible for supporting the data collection, analysis and reporting for the GCF’s *private sector portfolio*. The consultant will also work to ensure that the data and information is collected and maintained according to GCF’s data integrity policies and standards.

The Data Management Consultant in OPM will report to the Senior Portfolio Specialist, OPM, under whose guidance, s/he will perform the duties and responsibilities highlighted below.

Duties and responsibilities

- Support the Senior Portfolio Specialist to manage GCF Private Sector portfolio data in the internal database, including collecting data from the reports of the Board, identifying project approval amounts and other financial data, project names, sector, and impact data, among other relevant information;
- Verify and update portfolio data on funded activities for the private sector while cross-checking legal documents;

- Support the efficient build and maintenance of portfolio monitoring and review dashboard;
- In collaboration with ICT division, identify outlying data in the current information management system available internally and sources of information available externally.
- Collaborate in the further categorization of information, impacts and financial data in collaboration with the Portfolio Analysts/Specialist and other divisions.
- Support other day-to-day related tasks for the Private Sector portfolio of projects under implementation

Required experience and qualifications

- Bachelor or Master's (preferred) level degree in climate change policy, climate science, economics, environment and development, environmental policy, environmental law or other related fields.
- Minimum one (1) year with a Master's level degree or two (2) years with Bachelor level degree of relevant experience or equivalent combination of relevant education and experience
- Experience working with international, inter – governmental, multi – lateral development banks, comparable climate finance mechanisms, other financial institutions highly desirable.
- Working on capacity development and technical assistance projects/programs in an international setting an added advantage.
- Proven competence and autonomy in the use of standard software programs and data analytics tools: Excel, Word, PowerPoint, Outlook, Access, Tableau.
- Strong analytical mindset with good proposal and report reviewing and writing skills.
- Excellent presentation skills with demonstrated ability to present ideas to a wide range of stakeholders.
- Good facilitative, leadership skills with a drive for innovation and results.
- Strong command over the English language; knowledge of another other United Nations language is an advantage.

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

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

Interested candidates, are required to send an email attaching their CV and a letter of interest in a single file to: roster@gcfund.org

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

Subject line: “Data Management Assistant Consultant, OPM”



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

Closing date for application is 20 May 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