



Financial Operations 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 is seeking to recruit a Financial Operations 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 Financial Operations Consultant in OPM will be responsible for supporting the monitoring of the GCF’s private sector portfolio under implementation and ensuring that its operational needs are addressed in an adequate, timely and acceptable manner.

The Financial Operations 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 processing of second and subsequent disbursements by drafting the internal disbursement form, checking compliance with Conditions Precedent and other covenants required for disbursement.
- Draft initial comments arising from the review of progress reports and relevant project progress documentation.
- Work with Senior Portfolio Specialist, PSF Task Managers and Legal to support the monitoring of the compliance with FAA provisions and any other legal covenants;

- Process waivers and other project implementation processes such as disbursements, cash reflows, extensions, etc.
- Support the preparation of the Annual Performance Reports as per the GCF's Performance Measurement Frameworks, and other aggregated monitoring reports for internal and external purpose, as needed;
- Support the development of performance reviews of financial instruments such as Loan and Equity performance.
- Support PSF portfolio data organization as well as document management in Sharepoint and data in the iPMS; maintain project calendars, disbursement projections, and other supporting documentation.
- Organize and maintain updated OPM project folders in the Sharepoint site.
- Further develop and maintain updated APR and PPR related databases.
- Support the preparation and maintenance of project monitoring files
- Update database of OPM private sector portfolio under implementation and produce required reporting from database.
- Support other OPM teams in the preparation of documents and data requests from the private sector portfolio.
- Conduct an initial review of supporting documentation and progress reports of PSF operations (i.e. APRs, Financial Information, Financial Statements, Performance and other reports and documents provided by the AEs).
- Support other day-to-day related tasks for the Private Sector portfolio of projects under implementation

Expected experience and qualifications

- Bachelor or Master's (preferred) level degree in finance, statistics or economics, environmental economics, 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 development finance institutions, highly desirable.
- Experience in results – based monitoring particularly at the cross – roads of climate change and development required.
- Experience in management of private sector-oriented operations is highly desirable.
- Working on capacity development and technical assistance projects/programs in an international setting an added advantage.



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- 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 data visualization skills with demonstrated ability to present ideas to a wide range of stakeholders.
- Excellent communication and collaboration skills with a proven drive for innovation and a strong results-focus
- 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: “Financial Operations Assistant Consultant”

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

Closing date for application is 15 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