



**GREEN  
CLIMATE  
FUND**

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## Junior Paralegal Consultant

### Republic of 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 will pursue a country-driven approach in its operations.

The Fund is governed by a Board composed of an equal representation of developed and developing countries; the Board oversees the operation of all relevant components of the Fund. The Fund is serviced by an independent Secretariat, which is accountable to the Board and headed by an Executive Director. The Secretariat is responsible for the day-to-day management of the Fund. The Secretariat is located at the Fund’s headquarters in Songdo, Incheon City, in the Republic of Korea.

The Junior Paralegal Consultant will be a member of the Office of the General Counsel. The position is for an initial six months period. This is a unique opportunity to be part of a start-up in international climate finance that offers stimulating challenges.

### Role

The Junior Paralegal Consultant will provide administrative assistance to the Office of the General Counsel (OGC) on a range of operational and institutional matters of the ongoing operationalization of the GCF.

### Duties and responsibilities

Under the guidance of the Legal/Senior Counsel, the Junior Paralegal Consultant will perform the following duties:

- Assist in the communicating with relevant personnel the results of reviews of funding proposals and legal documents by OGC required by the Fund for its operations;
- Assist in OGC document management;
- Assist in the preparation of preliminary drafts of standard documents such as internal memos, notices and letters;
- Provide editing and formatting assistance in respect of internal documents;
- Assist in the management and updating of the tracking sheet for AMA, FP, FAA, P&I Agreement and trademark application status;
- Assist in conducting research;
- Provide administrative and logistical support for the Fund’s Board meetings and other meetings of the Fund;

#### **Green Climate Fund**

Songdo International Business District  
175 Art Center-daero  
Yeonsu-gu, Incheon 22004  
Republic of Korea



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- Liaise with other divisions of the Secretariat as well as GCF's external counsel in Korea and abroad; and
  - Undertake other work as may be assigned by the Legal/Senior Counsel.

### Required experience and qualifications

#### *Education (minimum requirement)*

- Bachelor's degree in law, international relations, public administration or a related field

#### *Relevant work experience (minimum requirement)*

- One year of relevant work experience (required)
- Experience in, or working with, law firms or international organizations assisting legal teams (desirable)

#### *Language requirements*

- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language is an advantage

#### *Competencies*

- Client orientation
- Planning and organizing
- Team work
- Commitment to continuous learning
- Accountability

#### *Special requirements*

- Good organizational and administrative skills;
- Excellent analytical and research skills;
- Demonstrated experience with prioritizing multiple assignments, meeting tight deadlines, and willingness to be flexible with a lean staff in a fast-paced environment;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint and Outlook;
- Ability to draft and review legal documents under the supervision of a lawyer;
- Capacity to work and interact in a multidisciplinary environment;
- Strong interpersonal skills and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;

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

Interested candidates, are required to send an email attaching their CV (maximum 2 pages) 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: "Junior Paralegal Consultant"

Please indicate your earliest availability to take up assignment.

Closing date for application is 17 June 2019 (KST). Applications submitted after the closing date may not be considered.