



Knowledge Management Assistant Consultant

Songdo, 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 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 will pursue a country-driven approach in its operations.

The Knowledge Management Assistant Consultant will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea, for an initial 12-month period.

Role

The role of the GCF’s Knowledge Management (KM) is to disseminate the Fund’s information, support the growth of a more team-oriented culture and improve the Secretariat internal collaboration. The Head of Knowledge Management is responsible for developing a Knowledge Management Strategy and establishing a Knowledge Management System (KMS), coordinate the collection, storage and management of internally/externally generated knowledge and information, and inform the GCF’s policies with lessons learned and best practices. The KM is also responsible for facilitating the utilization of gathered knowledge to improve the Fund’s knowledge sharing with its stakeholders, including with Accredited Entities (AEs), governments and partners.

Under the supervision of the Head of Knowledge Management, the junior consultant will support the development of knowledge partnerships and products. The junior consultant is also responsible for supporting the development of templates, guidelines and KMS elements on knowledge capture, storage, sharing and reuse, as well as other day-to-day activities, as requested by the Head of KM. He/she will support the KM team in drafting and reviewing internal documents, procurement requests, terms of references, and other daily activities.

Duties and responsibilities

Under the overall guidance of the Head of Knowledge Management, the Consultant will be responsible for but not limited to:

- Provide support to the development and implementation of a Knowledge Management System (KMS);
- Coordinate knowledge partnerships related activities, including building and maintaining Communities of Practice, and partnerships with academia;
- Draft, implement and/or support administration of the MoUs, GCF community and corporate initiatives;

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- Supports designing and coordination of knowledge sharing initiatives and events, including maintenance of GCF events calendar and associated KM work.
 - Contribute to the team's knowledge base with research on best practices, incentives structures, and lessons from other organizations, including on knowledge identification, capture, storage and dissemination techniques and tools;
 - Lead complex data collection, analysis and classification to support the Fund's processes, knowledge repositories;
 - Develop and analyse online surveys and interview questions on KM practices, gaps and needs, among internal and external stakeholders;
 - Design and develop of Knowledge Products (KPs), including support to KPs concept and content development, drafting, editing and proofreading;
 - Provide support to the development of guidelines, administrative instructions and policies on knowledge Support the team in analysing the knowledge practices and gaps;
 - Other relevant tasks as needed, assigned by the Head of Knowledge Management.

Required experience and qualifications

- Bachelor's degree with 2 years experience or Master degree with 1 year experience in Public Administration, Public Policy, Climate Change, International Development, or any other relevant field;
- Good understanding and experience in operations of international organizations and partnerships building and nurturing;
- Knowledge of climate change and climate finance architecture;
- Familiarity with a Knowledge Management system;
- Strong interpersonal and communication skills;
- Ability to multitask and meet deadlines;
- Self-motivation, self-initiative skills will be of high value.
- Excellent writing, editing, proofreading and presentation skills; knowledge of presentation software/platforms is an advantage;
- Strong qualitative and quantitative research skills, including relevant software;
- Excellent data analysis, evaluation and reporting skills;
- Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- Fluency in English is essential; knowledge of another United Nations language is an advantage.

Applications from women and nationals of 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 (maximum 2 pages) 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: "Knowledge Management Assistant Consultant"

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

Closing date for application is **26 September 2019 (KST)**. Applications submitted after the closing date may not be considered.

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