



Operations Assistant Consultant, Compliance

Songdo, South Korea

Green Climate Fund is a 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.

GCF is expanding its workforce to realize this unprecedented mission. It is seeking a Compliance Consultant for the Office of Risk Management and Compliance/Compliance Unit who will be part of a growing organization that offers exciting challenges and responsibilities.

The Compliance Operations Assistant Consultant for the Office of Risk Management and Compliance will be based at the GCF's headquarters in Songdo, Incheon City, Republic of Korea. The position is for a six-month period.

Role

The Operations Assistant Consultant for Compliance will provide operational support to the Compliance team (within the Office of Risk Management and Compliance). S/he will provide assistance in the area of Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT). In addition, s/he will have the opportunity to apply her/his first-hand knowledge on institutional Compliance to the specifics of the Fund while supporting with the development and implementation of the Compliance Management Framework.

Duties and responsibilities

Under the overall guidance of the Fiduciary Compliance Specialist, s/he will be responsible for, but not limited to:

- Support drafting, reviewing and editing of compliance related policies and guidelines and raising awareness of other divisions;
- Perform research for Compliance team, such as on compliance management systems, web-based training providers, due diligence software or similar;
- Recording and identifying trends related to issues, such as AML/CFT, anticorruption, and other issues identified as critical for tracking;
- Support Compliance Project work, including external consultancy projects;
- Further enhance Compliance checklists for the Readiness Programme, disbursements and funding proposal review;
- Update Funding proposal review tracker and file corresponding checklists;
- Support development of KYC questionnaires;
- Organize and improve of SharePoint structure and content (Compliance folder and Knowledge Database);
- Format, proof-read, and edit texts for adherence to established standards, grammar, and style in official documents, reports;

- Draft routine correspondence;
- Improve of Compliance statistics file and maintain official records files and information material and bind Board decisions booklets;
- Maintain the calendar/schedule for arranging meetings and appointments for the Director/Head of Division/Office;
- Assist in preparation and logistical planning for various events (e.g. conferences, workshops, Board meetings, other formal and informal meetings); and
- Provide general operational support to the Compliance team and carry out any other administrative and support duties as requested.

Required experience and qualifications

- Bachelor or Master (preferred) level degree in Compliance, Public Administration, Law, Business Administration, Accounting, Finance, or related field;
- Minimum one (1) year with a Master level degree or three (3) years with Bachelor level degree of relevant experience or equivalent combination of relevant education and experience;
- Understanding of Compliance principles, ethical behavior and AML/CFT frameworks;
- Basic knowledge and experience in compliance, anti-money laundering, countering the financing of terrorism, risk management;
- Proven interest in due diligence software applications;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- Ability to organize his/her work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction;
- Demonstrated ability to maintain the highest ethical standards of professional and personal conduct, including ability to undergo a thorough professional, personal and financial background investigation with satisfactory results;
- Strong competence and autonomy in the use of standard software programmes is highly desirable; and
- Fluency in English is essential; knowledge of local language and/or another 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 a local recruitment.

Applications from women and citizen 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: “Operations Assistant Consultant, Compliance”

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

Closing date for applications is 31 October 2018 (KST). Applications submitted after the closing date may not be considered.