



**GREEN  
CLIMATE  
FUND**

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## Operations Assistant Consultant

Songdo, Republic of Korea

The Green Climate Fund (“the 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.

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 pursues a country-driven approach in its operations. The Information Disclosure Policy was recently approved by the Board and its implementation will enhance the transparency of the Fund’s operations.

The Operations Assistant Consultant will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea. The position is for an initial four-month period.

### Role

The Operations Assistant Consultant will report to the Senior Project Management Specialist - Public Sector and be responsible for coordination within the Team and Secretariat to monitor and provide oversight of projects in the Portfolio post – first disbursement.

### Duties and responsibilities

Under the overall guidance of the Senior Project Management Specialist – Public Sector, she/he will be responsible for but not limited to:

- Provide general operations and administrative support to the team;
- Prepare, liaise and coordinate the disbursement process with relevant units (ensure completeness of disbursement requests, internal submission and timely processing);
- Verification of conditions and covenants, ensuring appropriate compliance with relation to FAA obligations
- Generate disbursement projections, monitor and track the volume and timeliness of disbursements and input with Finance and OPM colleagues for analysis and update of quarterly and monthly portfolio disbursement status reports
- Participate in weekly FAA status meetings and provide updates on disbursements of funded activities
- Support the process for handover notes (including initial drafting)
- Assist with review and analysis of reports and data from public sector project in the portfolio

#### **Green Climate Fund**

Songdo International Business District  
G-Tower, 175 Art Center-daero  
Yeonsu-gu, Incheon 406-840  
Republic of Korea



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- Assist with preparation of information briefs, presentations, Board documents etc. as needed
  - Carry out any other administrative and support duties as requested

#### Required experience and qualifications

- Bachelor or Master (preferred) level degree in development finance, economics, environmental studies or related fields;
- Minimum one (1) year with a master's level degree or two (2) years with Bachelor level degree of experience or equivalent combination of relevant education and experience in finance, operations or related functions.
- Experience in conducting and/or participating in first or second – level due diligence tasks.
- Good experience in reviewing funding proposals and M&E systems in the public sector.
- Proficiency in using data management related software programs (e.g. Tableau, Access, etc.) and statistical analysis software such as STATA and R; and standard software programs (MS Word, Excel, PowerPoint, etc.)
- Experience in an international setting is an advantage; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN 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](mailto:roster@gcfund.org)

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

Subject line: “Operations Assistant Consultant-OPM”

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

Closing date for application is **8 February 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*