



**GREEN  
CLIMATE  
FUND**

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## Operations Assistant Consultant

Songdo, South 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, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

GCF is governed by a Board, composed of an equal representation of developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. GCF will pursue a country-driven approach in its operations.

The Fund seeks to recruit an Operations Assistant Consultant to join its team at its headquarters in Songdo, Republic of Korea. The position is for an initial six-month period.

### **Role**

Under the supervision of the Manager of the Simplified Approval Process (SAP), the consultant will assist the team with a range of operational and analytical tasks necessary for the ongoing operationalization of the SAP.

### **Duties and responsibilities**

The Operations Assistant Consultant will be responsible for, but not limited to:

- Deliver support in SAP project and programme pipeline development, including support to the SAP team in guiding AEs/NDAs and other relevant stakeholders for their proposal preparation;
- Support the pipeline and portfolio data management, including preparation of regular pipeline and portfolio reports for internal and external stakeholders;
- Provide analytical and operational support for the development of SAP guidelines and training course/package, including sectoral guidelines, online training courses, webinars, and other training materials;
- Support the SAP communication and outreach, including preparation of communication materials (contents for infographics, flyers, videos, and so on);
- Assist in the preparation of the review and further development of the SAP; and
- Additional operational tasks as assigned by the SAP Manager.

### **Required experience and qualifications**

- Bachelor’s degree or higher degree in economics, finance, sustainable development, climate policy, environmental science, engineering or related fields;
- At least three (3) years of relevant experience. Experience in climate finance, project finance/management, or international negotiation is preferred;

#### **Green Climate Fund**

Songdo International Business District  
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- Good analytical and presentational skills;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- Experience in an international setting, and ability to work independently and take initiative in response to the Fund's need;
- Willingness to work outside normal hours to accommodate communication with team members in different time zones;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint, Outlook, and Access, and;
- Fluency in English is essential (written and spoken); 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 a local recruitment.

**Applications from women and citizens 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 PDF file to: [roster@gcfund.org](mailto:roster@gcfund.org)

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

Subject line: "Operations Assistant Consultant for SAP"

Please indicate your earliest availability to take up the assignment.

Shortlisting will start on 10 August 2018 and will continue until the position is filled