



Outreach and Partnership Assistant Consultant

Songdo, South Korea

The Green Climate 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.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change. 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 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 Fund is operated by an independent Secretariat headed by an Executive Director.

The Division of External Affairs (DEA) was recently established with its primary responsibility for the Fund's strategic resource mobilization, outreach/partnerships, and communications.

Role

Under the overall guidance of the Director of External Affairs, The Outreach and Partnership Assistant Consultant will be responsible for providing assistance to the team in contributor mapping, contributor relations, preparation for and organization of targeted partnership and outreach activities, and database management.

The consultant will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea, for an initial 4-month period.

Duties and responsibilities

The Consultant will be responsible for but not limited to:

- Operational support in contributor relations management, outreach and partnerships;
- Analytical assistance for the preparation of key documents and reports. This may include background research, conducting analytical work, drafting written inputs, engagement through email and phone calls with other Fund staffs, and oversight and coordination of the relevant document internally up to the point of publication;
- Support to the working groups of the Fund as deemed necessary. This may include organize meetings, preparing relevant documentation, taking minutes at meetings, and circulating summaries both internally and to the relevant working group;
- Participation in and organizational support for events and overseas missions related to the external relations of the Fund. This may include supporting in the preparation of relevant documentations, taking meeting minutes, preparing summaries of discussions.

Required experience and qualifications

- Bachelor's degree or higher degree in climate change, finance, sustainable development, or related fields, with two (2) years of relevant experience or equivalent combination of relevant education and experience.
- Ability to organize his/her work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction;
- Ability to read and communicate (written and spoken) fluently in English. The Ability to read and communicate in other major languages (French, Spanish, Russian, Chinese, Arabic) is desirable but not mandatory; and
- Strong competence and autonomy in the use of standard software programmes; Excel, Word, PowerPoint, Outlook and Access.

Required competencies

- Planning & organizing
- Communication
- Teamwork
- Client orientation
- Accountability

Applications from women and nationals from 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 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: "Outreach and Partnership Assistant Consultant"

Please indicate your earliest availability to begin the assignment.

Closing date for applications is 7 October 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.