



**GREEN
CLIMATE
FUND**

Portfolio Management 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 Portfolio Management 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 Portfolio Management Assistant Consultant will be responsible for assisting the team with a range of operational and analytical tasks necessary for the appropriate management of information on the GCF portfolio, in collaboration with ICT and other operational divisions. S/he will report to the assigned Portfolio Analyst and will also support the various areas of work within the Office of Portfolio Management (OPM) upon the request of the Head of the Office.

Duties and responsibilities

Under the overall guidance of the Portfolio Analyst, s/he will be responsible for but not limited to:

- Populate key information on the GCF portfolio, including financial information, climate change mitigation/adaptation impacts and other relevant information;
- Update and maintain GCF portfolio data in the Secretariat’s internal data management system where attributable to the work of the Office;
- In collaboration with the ICT and other divisions, ensure accuracy and completeness of the internal and publicly available information by identifying any data gaps in the database and proposing rectifications as appropriate;
- In collaboration with Portfolio Analyst, manage dashboards and portfolio data for monitoring and evaluation of projects under implementation;
- Respond to internal and external data requests in a timely and consistent manner;

Green Climate Fund

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



-
- Assist with preparation of information briefs, presentations, and Board documents among others, as needed; and
 - Undertake additional operational tasks as assigned by the Head of Portfolio Management and provide secondary support to the further development of templates, guidance materials and processes.

Required experience and qualifications

- Bachelor's degree or Master level degree in economics, finance, sustainable development, climate policy, environmental sciences, information science 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.
- Experience in climate finance, international economics, or information management is highly desirable;
- Exposure to data visualization tasks such as setting up financial data-based dashboards is highly desirable;
- Experience in an international setting is an advantage;
- Excellent written and oral communication skills in English are essential;
- Knowledge of another UN language is an advantage; and,
- Strong competence and professional autonomy in the use of data management related software programs such as Tableau; and standard software programmes (MS Excel, Word, PowerPoint, Outlook, and Access)

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

File name: "[last name], [first name]" (e.g. Peterson, Anna)
Subject line: "Portfolio Management Assistant Consultant"

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

Closing date for application is **28 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.