



**GREEN  
CLIMATE  
FUND**

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## Private Sector Facility Assistant Consultant

Songdo, South Korea

The Green Climate Fund (“the 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.

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 will pursue a country-driven approach in its operations.

### Role

Under the supervision of the Financial Institutions Senior Specialist and overall guidance of the Director of the Private Sector Facility, the Consultant will assist the team in evaluating and supporting the team to implement its 2019 priorities. The consultant will provide operational support to the Private Sector Facility – Financial Institutions team. S/he will support the operationalization of the PSF Strategy, calling for more active pipeline development, enhanced work in conducting secondary due diligence, and supporting efforts to drive strong results for replenishment.

### Duties and responsibilities

The Consultant will be responsible for but not limited to:

- Supporting the Private Sector Facility Director on preparation of business development efforts aimed at aligning the forward-looking pipeline with the new evolving strategy;
- Support the due diligence process of 2019 Financial Institutions pipeline as well as projects advancing under the MFS;
- Providing inputs on board documents where necessary; under supervision of (Senior) Specialists, the consultant will also support the team to analyze concept notes into funding proposals for the Board’s consideration;
- Providing analytical support to task managers on financial, economic and project / program analysis;
- Supporting the task managers/(Senior) Specialists in the due diligence process of the shortlisted funding proposals under the aforementioned RFP;
- Conducting research and analysis and preparing Board documents; and
- Performing additional operation tasks assigned by the Director and (Senior) Specialists.

#### **Green Climate Fund**

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



### Required experience and qualifications

- Bachelor or Master (preferred) level Degree, in finance, economics, accounting, climate policy or other relevant subject(s);
- 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 a relevant field;
- Climate finance and emerging markets experience in the financial sector would be a distinct advantage
- Experience in strategy and establishing strong working relationships with internal and external clients;
- Analytically-minded with strong presentation skills;
- Passion about delivery and focus on results;
- Ability to embrace fast-paced dynamic environment and adapt to change;
- Fluency in English is essential; knowledge of another United Nations language is an advantage; and
- Proficient with Microsoft Office.

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

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

Subject line: “Private Sector Facility Assistant Consultant”

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

Closing date for applications is **15 April 2019 (KST)**. Applications submitted after the deadline 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.*