



Replenishment – related Outreach Consultant

Songdo, Republic of Korea (2 positions)

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

The Consultants will be responsible to provide support in facilitating high-level outreach and advocacy with key partners of GCF, including the preparation and coordination for the targeted outreach activities and reports. The position is based at the Fund’s Headquarters in Songdo, Incheon City, Republic of Korea for a 6-month period with the possibility of an extension.

Duties and responsibilities

Under the guidance of the Director of External Affairs, the Consultant will perform the following duties:

- Analytical and operational support in contributor relations management and outreach;
- Analytical and operational support for the preparation of key replenishment documents, including mission briefs and mission 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 the missions;
- Co-ordination and logistical support to promote effective replenishment outreach and engagements. This may include scheduling and organizing meetings including high-level events, preparing relevant documentation, taking minutes at meetings, and follow-up tasks;
- Draft correspondence, format, proof-read, and edit texts for adherence to established standards, grammar, and style in official documents, reports, and invitation letters;
- Additional analytical and operational tasks as assigned by the Director of External Affairs and the Head of Resource Mobilization.

Green Climate Fund

Songdo International Business District
175 Art Center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea

Required experience and qualifications

- Masters level in climate policy, development policy, environmental management, international relations or related fields;
- More than 4 years of relevant work experience. Climate finance or international experience is desirable;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- Experience in organising international events with a diverse group of stakeholders;
- Willingness to work outside normal hours to accommodate communication with team members in different time zones;
- 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.

Applications from women and nationals of developing countries are strongly encouraged.

Interested candidates, are required to send an email attaching their CV (maximum 2 pages) 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: “Replenishment- related Outreach Consultant”

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

Closing date for application is **19 July 2019 (KST)**. Applications submitted after the closing date may not be considered.