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## Replenishment – Outreach Consultant

### Republic of 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 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 Board oversees the operation of all relevant components of the Fund. The Fund is serviced by an independent Secretariat, which is accountable to the Board and headed by an Executive Director. The Secretariat is responsible for the day-to-day management of the Fund. The Secretariat is located at the Fund’s headquarters in Songdo, Incheon City, in the Republic of Korea.

### Role

The role of the junior consultant is to provide support in facilitating high-level outreach with key partners and advocates for GCF in the States, scheduling, preparation for and organization of targeted outreach activities, including high level events and meetings, drafting notes, writing minutes and follow-up. This is a remote based consultancy position for a duration of three months and the location of assignment is New York.

### Duties and responsibilities

Under the guidance of the Deputy Director of External Affairs, she/he will be responsible for:

- Analytical and operational support in contributor relations management and outreach;
- Analytical and operational support for the preparation of key documents, including Board and replenishment 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;
- Co-ordination and logistical support to promote effective 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;
- Participation in and organizational and substantive support for meetings and other events and overseas missions related to the replenishment activities of the Fund. This may include assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions for the Report of the Meeting; and
- Additional analytical and operational tasks as assigned by the Deputy Director of External Affairs.

#### 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 2 years of relevant work experience. Climate finance or international experience is desirable;
- Experience in organising international events with a diverse group of stakeholders;
- 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](mailto:roster@gcfund.org)

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

Subject line: “Replenishment – Outreach Consultant”

Please indicate your earliest availability to take up assignment.

Closing date for application is 17 June 2019 (KST). Applications submitted after the closing date may not be considered.