



Resource Mobilization Assistant Consultant

Songdo, 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 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 Resource Mobilization Assistant Consultant for Replenishment will be responsible for providing operational and administrative support regarding the various replenishment/resource mobilization activities at DEA Resource Mobilization Department.

The Consultant will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea, for an initial 6-month period.

Duties and responsibilities

Under the overall guidance of the Head of Resource Mobilization, the Consultant will be responsible for but not limited to:

- Support preparation of replenishment related technical documentations for Board Meetings and Pledging Conference;
- Conduct desk research regarding various replenishment issues to support GCF’s various level of engagements with contributor countries (mission, event, meetings, etc.);
- Support drafting of official documents, reports, and invitation letters necessary for replenishment activities;
- Update and maintain information in the contributor database for replenishment;
- Coordinate the internal flow of communications, ensuring timely dissemination of information; responding to routine requests for information;
- Support setting up database and systems for longer-term contributor relationship and engagement;
- Carry out any other administrative and support duties as requested.

Green Climate Fund

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

Required experience and qualifications

- Bachelor's degree or higher degree in climate change, finance, sustainable development, or related fields, with at least two (2) years of relevant experience or equivalent combination of relevant education and experience.
- Good analytical and presentation skills;
- Ability to organize his/her work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction;
- Strong teamwork and interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- Good knowledge of office technology such as MS office package, and experience in working with databases is highly desirable; and
- Fluency in English is essential; knowledge of local language and/or another UN language is an advantage

Required competencies

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

Applications from women and nationals of 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 (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: "Resource Mobilization Assistant Consultant"

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

Closing date for application is 31 August 2019 (KST). Applications submitted after the closing date may not be considered.