



**GREEN  
CLIMATE  
FUND**

---

## Senior Legal 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.

Within the Fund’s Secretariat, the Office of the General Counsel (OGC) is responsible for all legal matters relating to the Fund, including institutional, governance, readiness and preparatory support, and funding project and programme activity matters.

The Consultant will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea. The position is for a period of one year.

### **Role**

The Legal Consultant will be part of the institutional team within the Office of the General Counsel, supporting the General Counsel and senior counsels. S/he will be expected to provide legal advice on all institutional matters, including the Fund’s privileges and immunities, human resources, procurement, information technology, communications, intellectual property, litigation and arbitration, contributions and replenishment and Fund governance, including matters relating to internal rules and policies. The Legal Consultant will report to the General Counsel, or another senior lawyer designated by the General Counsel.

### **Duties and responsibilities**

Under the supervision of the General Counsel, or another senior lawyer designated by the General Counsel, the Legal Consultant will be responsible for, but not limited to:

- Drafting and negotiating bilateral agreements on the privileges and immunities of the Fund;
- Providing legal advice in relation to human resources matters, and supporting the development and implementation of the Fund’s legal framework on human resources management;
- Providing legal advice in relation to the Fund’s institutional procurement, amendments to Fund’s procurement policies, and drafting and negotiating contracts for goods or services procured by the Fund;
- Advising on intellectual property matters, including the registration of the Fund’s logo;
- Drafting and reviewing legal instruments being developed within the Fund’s internal legal framework,

### **Green Climate Fund**

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

including draft policies to be submitted to the Board and other internal legal instruments relating to institutional and administrative matters;

- Providing legal advice on institutional and administrative matters to the Fund's independent units (redress, integrity and evaluation);
- Providing legal advice, draft and negotiate memoranda of understanding, non-disclosure agreements and other contracts;
- Participating as member or secretary in committees and working groups;
- Keeping abreast of developments in the legal field especially in relation to international law relating to administrative, institutional or governance matters which might affect the Fund and prepare reports on relevant issues;
- Assisting in developing internal controls and procedures for the various activities of the Fund;
- Instructing and liaising with the Fund's external counsel in Korea and abroad in relation to institutional matters; and
- Undertaking other work as may be assigned by the General Counsel or the senior counsel.

### **Essential and desired experience and qualifications**

- Juris Doctor, LLB, or equivalent law degree; qualification to practice law in at least one jurisdiction (essential).
- LLM, or equivalent master's degree in law (desirable).
- Minimum of ten years of relevant professional experience of administrative and institutional matters relevant to international organizations (essential)
- Demonstrated knowledge of at least two of the following areas of law: privileges and immunities, international administrative law, procurement and intellectual property (essential)
- At least two years working in an international financial institution or other international organization (desirable)
- Ability to work independently and under pressure with a high-level of accuracy (essential)
- Excellent writing, presentation and communication skills (essential)
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing (essential)
- Good problem-solving aptitude and creativity (essential)
- Fluency in English (essential), Knowledge of another United Nations language (desirable).

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

Interested candidates are required to send an e-mail attaching their CV and a letter of interest in a single PDF file to: [roster@gcfund.org](mailto:roster@gcfund.org).

File name: "[last name], [first name]" (e.g. Olsson, Anna)

Subject line: "Senior Legal Consultant"

Please indicate your earliest availability to take up the assignment.

Closing date for applications is **31 May 2019 (KST)**. Applications submitted after the closing date may not be considered.

#### **Green Climate Fund**

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