



Team Assistant Consultant for Communications

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 Team Assistant Consultant will help the Communications unit in the Division of External Affairs to shape the public profile of the Fund. S/he will be instrumental in advancing the GCF external relations strategy by supporting the team in all its activities with external and internal clients, in particular with the Fund’s Executive Director and Senior Management Team. A key role of the Team Assistant will be to support the unit in developing new communications & outreach products for GCF, in setting up high-level advocacy events and in fostering professional relations with media clients.

The Team Assistant Consultant will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea, for an initial 2-month period.

Duties and responsibilities

Under the overall guidance of the Head of Communications of External Affairs, the Team Assistant will be responsible for but not limited to:

- Assisting the team in the coordination of communications and outreach activities for the Fund;
 - a) Providing support to the team, and working with GCF’s events unit when needed, in the logistical planning of the Fund’s regular events, e.g., conferences, workshops, interviews, other formal and informal meetings;
 - b) Assisting the team in liaising with Public Affairs and External Relations Offices in other organizations to ensure productive cooperation with key GCF stakeholders, especially with regard to joint communications and outreach activities;
 - c) Maintaining and updating planning tools;
- Handling administrative actions related to the operations of the team;
 - a) Following up on administrative processes, preparing procurement requests, arranging team meetings and retreats, monitoring and reviewing operations;

Green Climate Fund

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Yeonsu-gu, Incheon 22004
Republic of Korea

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- b) Entering, maintaining and checking data and records, managing electronic and hard copy filing systems;
 - Compiling and updating the inventory for publication and branded materials;
 - a) Working closely with staff to gather information for publication and materials;
 - b) Ensuring data is accurate and updated on a regular basis;
 - Acting as a communications and outreach focal point of information and coordinating external requests;
 - a) Act as a liaison point of the host government (Incheon City, IFEZ, MoFA) for communications-related activities
 - b) Drafting routine correspondence and respond to routine requests for information, including from media representatives;
 - Performing other related support duties, as required.

Required experience and qualifications

- University degree in communications, marketing, or related field – preferably at post-graduate level;
- At least 2 years of relevant experience within the field, in a professional capacity;
- Excellent organizational skills, ability to multi-task and attention to detail;
- Ability to perform diverse and intricate work routines that are specific to this position;
- Ability to work independently and under pressure; take initiative in judging priorities;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- A natural team-player with a proactive and can-do attitude;
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with staff and external clients at all levels, both orally and in writing; ability to interface harmoniously with partners;
- Demonstrated ability to exercise tact and discretion in dealing with political issues, as integrity and trustworthiness are fundamental for this position;
- Excellent command of written and spoken English; knowledge of another UN language an advantage; and
- High level of proficiency in using standard web applications and software packages (Mac user).

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: “Team Assistant Consultant for Communications”

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

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