



**GREEN
CLIMATE
FUND**

Travel Management Assistant Consultant

Songdo, South 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 seeks to recruit a travel Management Assistant Consultant to join its team at its headquarters in Songdo, Republic of Korea, for a period of 8 months.

Role

The Green Climate Fund (GCF) is currently organizing its second GCF Private Investment for Climate Conference during October 2019. The GCF conference will attract more than 600 guests from over 100 developing countries. The Consultant is expected to play an important role in providing travel and transportation logistics and support to more than 100 keynotes, speakers and panelists. The Consultant will effectively be the bridge between the GCF Conference Committee, GCF Travel and SM Town - the current designated travel provider. The Consultant will follow travel guidelines and special instructions and will be under the supervision of the Head of Private Equity Funds and working closely with the GCF Travel team and the Conference Committee.

Duties and responsibilities

The Consultant will be responsible for but not limited to:

- Liaise with the GCF Private Investment for Climate Conference committee on the travel arrangements of about 100 speakers and panelists coming from various countries around the world to attend the GCF conference in South Korea;
- Ensure that selected panelists are supported on special requirements such as obtaining reimbursement of part or the entire air fare instead of GCF making the reservations;
- Reschedule as appropriate the routes and meet the needs of some of the special guests;
- Support the requirements of certain VVIPs that have been invited as keynote speakers (e.g. Royals, Presidents, Ministers, High Level Officials, etc.);
- Arrange and support all the Logistics of selective guests to be picked up and dropped off at the airport;

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



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- In close coordination with the GCF conference committee, to support in the visa arrangements for all the speakers and panelists;
- In close coordination with the GCF conference committee, to support and arrange all the logistics for having the relevant Korean Ministries extend the Protocol required for VVIPs;
- Support in the conference communications and coordination efforts; and
- Any other tasks requested by the GCF Conference Committee.

Required experience and qualifications

- Bachelor's Degree with minimum 2 years of relevant experience; Experience in travel industry (airline, travel agency or corporate travel management) is strongly preferred;
- Experience in administering Concur or other travel management programs is an advantage;
- Experience in an international setting, and ability to work independently and take initiative in response to the Fund's needs;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint, Outlook, and Access; good internet search skill is a plus;
- Excellent communication and inter-personal skills; and
- Fluency in English is essential (written and spoken), knowledge in another UN language is an advantage.
- Excellent written and oral communication skills in English are essential for this position.
- Customer service experience in interacting with high government officials

Applications from women and citizens from 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 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: “Travel Management Assistant Consultant”

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

Closing date for applications is 03 April 2019 (KST). Applications submitted after the deadline may not be considered.

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.