**Internship with the Green Climate Fund**

*Private Sector Facility*

**Terms of Reference**

**Duration**: 3-6 months  
**Starting date**: Flexible throughout 2018  
**Location**: Songdo, Incheon City, Republic of Korea  
**Remuneration**: US$ 1,000/month  
**Shortlisting starts**: Ongoing basis

**Background**

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.

The Fund’s interns will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea.

**Internship Assignment for the First One-Three Months**

The Intern will provide operational and administrative support to the Private Sector Facility – Financial Institutions team. S/he will have the opportunity to learn and expand her/his experiences by assisting in the analysis of funding proposals submitted by GCF partners.

Under the overall guidance of the designated primary and alternate supervisors within the Division of Private Sector Facility– Financial Institutions, the Intern is expected to:

a) Support the PSF - FI Team in tasks such as background policy research, document preparation and operational support;  
b) Conduct analysis and market research as requested by the PSF – FI Team;
c) Draft investment proposals and approval documents;
d) Develop and review financial models;
e) Take minutes, circulation of summaries and following up on action points from meetings of the Board and other Fund meetings;
f) Upkeep of the PSF - FI team’s project and programme pipeline database; and
g) Support additional tasks as assigned by the supervisor.

**Internship Assignment for the Last One-Three Months**

The Intern will provide operational and administrative support to the Private Sector Facility – Structured Finance team. S/he will have the opportunity to learn and expand her/his experiences by assisting in the analysis of funding proposals submitted by GCF partners.

Under the overall guidance of the designated primary and alternate supervisors within the Private Sector Facility – Structured Finance Team, the Intern is expected to support the PSF – SF Division with similar tasks as PSF – FI Team, focusing on funding proposals that include a structured finance component.

**Requirements and qualifications**

a) Enrolled or recently graduated from a Master’s programme, PhD or MBA in economics, finance, environmental sciences or other related fields;
b) Highly organized and ability to handle large volumes of information;
c) Excellent analytical, written and communication skills;
d) Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
e) Excellent writing and presentation skills;
f) Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

Applications from women and nationals from developing countries are strongly encouraged to apply.

Interested candidates are requested to send their CV and letter of interest to: internship@gcfund.org

Please send a single file named: “[last name] [first name]” (e.g. Johansson Anna).

Subject line: “PSF Financial Institutions Internship”.
Please indicate the date of your earliest availability in your resume.

Applications are accepted and reviewed promptly until filled.