

## Attachment 1 to RFP 2016/003

### Terms of reference of the Executive Director of the Green Climate Fund Secretariat

#### I. Job description

1. The Executive Director will be appointed by, and accountable to, the Board of the Green Climate Fund.
2. The Executive Director, operating under the Board, will:
  - (a) Work to achieve the objective of the Fund, by establishing and maintaining effective relationships with the Fund's stakeholders in order to mobilize resources, including partner Governments, its contributors, recipients, and other components of the Fund, as well as the Trustee, the Conference of the Parties, relevant bodies under the United Nations Framework Convention on Climate Change, observer organizations, multilateral, bilateral and development agencies and other stakeholders;
  - (b) Establish and maintain effective relationships with the Government of the Republic of Korea; in maintaining the support provided to the offices in Songdo and ensuring that the officials of the Fund continue to enjoy the privileges and immunities associated with their official functions and status;
  - (c) Continue to recruit and retain a cadre of international and local professional staff for the Secretariat, ensuring that selection is open, transparent and based on merit, taking into account geographic and gender balance, in accordance with the organizational structure and administrative budget approved by the Board;
  - (d) Effectively manage and develop staff in order to maximise performance and promote an inclusive and healthy working environment;
  - (e) Provide regular and structured performance feedback to Secretariat staff, including direct reports;
  - (f) Lead the Secretariat's efforts in supporting the Board with the continued development and implementation of:
    - (i) The Fund's operational modalities, access modalities and funding structures;
    - (ii) Specific operational policies and guidelines, including for programming, project cycle, administration and financial management, as necessary;
    - (iii) Funding criteria, modalities, policies and programmes;
    - (iv) Environmental and social safeguards and fiduciary principles and standards that are internationally accepted as best practice;
    - (v) Portfolio management and oversight;
    - (vi) Criteria and application processes for the accreditation of implementing entities of the Fund;
    - (vii) The arrangements for replenishment processes; and

- (viii) A framework for the monitoring and evaluation of performance and the financial accountability of activities supported by the Fund and any necessary external audits.
- (g) Lead the Secretariat's team of professionals, responsible for the day-to-day operations of the Fund to:
  - (i) Organize and execute all administrative duties, including the preparation for meetings of the Board and its subsidiary bodies;
  - (ii) Report information on the Fund's activities;
  - (iii) Liaise with members, implementing entities, and cooperating bilateral and multilateral institutions and agencies;
  - (iv) Prepare performance reports on the implementation of activities under the Fund;
  - (v) Develop the work programme and annual administrative budget of the Secretariat and Trustee for approval by the Board;
  - (vi) Operationalize the project and programme cycle processes;
  - (vii) Prepare financial agreements related to the specific financing instrument to be concluded with an implementing entity;
  - (viii) Monitor the financial risks of the outstanding portfolio;
  - (ix) Work with the Trustee to support the Board to enable it to carry out its responsibilities;
  - (x) Carry out monitoring and evaluation function, as may be required by the Board;
  - (xi) Support the Board in arranging replenishment processes;
  - (xii) Establish and run effective knowledge management practices; and
  - (xiii) Perform any other functions assigned by the Board.
- 3. The Executive Director will report to the Board at its regular meetings.
- 4. The Executive Director will be responsive to the Board, nurture and maintain open channels of communication, and build an effective relationship with the Board.

## **II. Required experience and qualifications**

- 5. The Executive Director will demonstrate:
  - (a) Strong intellectual leadership, based on knowledge and experience of climate change, development, finance, and their interrelationships;
  - (b) sound political judgment and excellent strategic and analytical skills which can be applied to complex problems;
  - (c) Enhanced communication and advocacy skills to enable successful interaction with decision-makers at the highest level;
  - (d) Leadership and management experience within a large organization in an international context;
  - (e) Strong values and ethics, with the ability to mobilize and engage people;
  - (f) A track record of robust and accountable management of financial resources at a senior level, preferably in a development finance context;

- (g) Experience in working with a range of stakeholders in developing and developed countries; Sensitivity to political, gender, cultural, religious differences;
- (h) An impeccable reputation for honesty, integrity and expertise;
- (i) Sufficient knowledge of the UNFCCC and the Paris Agreement;
- (j) Degree in a relevant field, advanced degree desirable;
- (k) At least 15 years of relevant experience, including experience in, or working with, developing countries; and
- (l) Fluency in English, knowledge of Arabic, Chinese, French, Russian or Spanish an advantage.

### **III. Remuneration, contractual arrangements and term**

- 6. Remuneration will be comparable to the level of a Vice President of the World Bank and an Assistant Secretary General in the United Nations common system.
- 7. The Board will appoint the Executive Director with a performance based contract.
- 8. The Executive Director's performance will be evaluated regularly with a performance framework to be approved by the Board.
- 9. The term of the position will be four years, with the possibility of reappointment once.