ICT Governance Associate

Grade	IS – 2	**Duty station**	Songdo, Incheon - Korea
Contract type	Secondment	**Number of posts**	1
Unit	Division of Support Services	**Vacancy code**	GCF/Secondment/02
Reporting to	Chief, Enterprise ICT Programme Management Office		

Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of ICT Governance Associate.

The Fund relies on a seamless and trustworthy handling of its own and partner information, as the basis for highly efficient processes and rapidly growing capabilities and networks for knowledge exchange with a large audience of stakeholders. To achieve that goal, an intelligently composed, connected and frequently upgraded Cloud portfolio of systems and tools needs planning and implementation. The Fund's Enterprise ICT Programme Management Office (PMO) plays a key role in making this happen.

The ICT Governance Associate assists with the operation of day-to-day activities as they relate to the GCF's ICT Governance program, including supporting the review and approval process for new ICT investments, the functioning of Information Management & ICT Steering Group meetings, responding to audit queries, and the creation of management reports as needed.

Duties and responsibilities

- Support the planning and preparation of GCF Information Management and ICT Steering Group meetings;
- Interact with the business or agency staff to facilitate, support and analyze the submission quality and completeness of work requests and business cases;
- Assist with the development of ICT project prioritization process documentation;
- Assist with the review, scoring and prioritization process for new, potential projects, programs and other work;
- Draft business cases, project plans, and statements of works;
- Draft periodic and ad hoc management report on ICT governance activities;
- Compile, summarize and present information/data on specific projects and related issues for ICT management;
- Manage the existing portfolio of ICT products, ensuring appropriate product documentation exists for each product;
- Prepare presentations, briefing materials and status reports for the Fund's internal customer divisions, the Senior Management Team, the GCF Information Management and ICT Steering Group, and other stakeholder groups;
- Assist with monitoring status of ICT project proposals and procurements;
- Assist with the development and maintenance of Project and Portfolio Management tools and processes;

- Assist with the response to audit queries and the response to audit findings and/or recommendations; and
- Perform additional tasks as assigned by the Chief, Enterprise ICT Programme Management Office.

Expected experience and qualifications

- University degree, ideally in project management, business administration, information technology or a related subject;
- Minimum of 3 years of progressively responsible experience in an international/ multicultural organization, across several of the following fields: ICT, ICT governance, ICT portfolio management, project delivery, finance, human resources;
- Practical experience coordinating and organising interdepartmental committees, workshops, and a diverse range of other meeting settings on ICT matters;
- An ability to interpret and analyse detailed technical standards and processes (frameworks) and compare those to actual practices including, but not limited to gathering and analysing, audit, or policy compliance reports;
- Prior working experience in an international institution environment is a distinctive plus;
- Strong technical knowledge of ICT governance techniques and methodologies (e.g. COBIT), preferably evidenced by a certification in good standing, and of applying them for delivering successful organizational change;
- Solid knowledge of information and communication technology and how it can be applied in work assignments;
- Experience in ICT project and portfolio management, preferably evidenced by a certification in good standing (PRINCE2, MSP, P3O, PfMP or comparable);
- Experience of working in a project and service delivery environment, having had exposure to project, resource capacity and financial management processes and issues;
- Ability to work productively and maintain effective relationships in multidisciplinary and multicultural teams;
- Strong analytical skills and strategic thinking, including an ability to interpret and analyse technical standards and processes (frameworks) and compare those to actual practices;
- Strong presentation skill is a must;
- Strong results orientation; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

Required competencies

- Planning and Organizing
- Client orientation
- Communication
- Teamwork