



ICT Policy 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/03
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 Policy 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 Policy Associate is responsible for developing and maintaining internal ICT procedures, standards, policies, and other related documentation.

Duties and responsibilities

- Draft and elaborate on internal procedures, standards and policies related to the use of ICT;
- Draft ICT plans and assist with the follow up on their implementation;
- Conduct research and provide analysis and advice on ICT policy, planning, and implementation issues;
- Ensure consistency between ICT policies and business priorities;
- Conduct policy research across the United Nations System organizations, multilateral financial institutions and other international organizations for best practices;
- Monitor, research and report on new technologies, approaches and initiatives that might impact GCF ICT procedures, standards and policies;
- Make recommendations to the GCF CIO and ICT management on areas where procedures, standards and policies are needed or need to be revised;
- Write position papers, reports, briefings, and policies on ICT issues for the CIO and the Information Management and ICT Steering Group;
- Assist staff with the interpretation of GCF ICT procedures, standards and policies;
- Ensure that GCF ICT procedures, standards and policies are communicated across the GCF Secretariat;
- Participate in GCF ICT portfolio management and ICT governance activities as needed; and
- Perform additional tasks as assigned by the Chief, Enterprise ICT Programme Management Office.

Expected experience and qualifications

- Advanced degree in Business, Law, Finance, Management, Information Systems or related field from an accredited college or university;
- Minimum of 3 years of progressively responsible experience in an international/ multicultural organization, across several of the following fields: project management, law, business analysis, portfolio management, project delivery, finance, human resources;
- Practical experience drafting and elaborating on internal procedures, standards and policies, preferably specifically related to the use of ICT;
- Prior working experience in an international institution environment is a distinctive plus;
- Solid knowledge of information and communication technology and how it can be applied in work assignments;
- Experience of working in a project and service delivery environment;
- Knowledge and appreciation of business concepts and requirements;
- Ability to work productively and maintain effective relationships in multidisciplinary and multicultural teams;
- Be self-directed, display initiative, and be creative, with a strong results orientation;
- Ability to research, analyse, and interpret research findings;
- Strong presentation skill is a must;
- Remain current about new developments, technologies, and approaches to ICT; 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