



Risk Analyst

Grade	IS – 2/3	Duty station	Songdo, Incheon - Korea
Contract type	Secondment	Number of posts	1
Unit	Office of Risk Management & Compliance	Vacancy code	GCF/Secondment/13
Reporting to	Head of Office, Risk Manager		

Position description

The Risk Analyst in the Office of Risk Management & Compliance will be responsible for a wide range of analytical and operational support tasks related to reviewing GCF funding proposals and concept notes to identify qualified funding proposals for GCF senior management and Board consideration. The Analyst will also provide support in the implementation of the Risk Management Framework. Experience in risk analysis of projects and work experience in a multi-cultural setting are highly desirable.

Duties and responsibilities

- Deliver support to Specialists and Head of Risk Management and Compliance by providing initial risk screening and review of project / programme funding proposals and concept notes, interactions with other divisions in the business line in bilateral meetings, preparation of assessment findings;
- Supporting Risk Specialists in various internal working groups;
- Collecting and analyzing data, conducting specific research and analytical work including financial analysis and reviewing financial models, drafting written reports to high quality standards;
- Assist in the maintenance and monitoring of the Risk Management Framework;
- Engagement with diverse stakeholders including the business line within the Fund, Board members and external parties;
- Provide organizational support for the Fund's Board meetings and other events and meetings related to the functioning of the Fund. This may include assisting in the preparation of relevant documentation, preparing summaries of discussions for the Report of the Meeting, and providing support for the drafting of decisions; and
- Additional analytical and operational tasks as assigned by the Risk Manager

Expected experience and qualifications

- Ability to work in a team with different nationalities and cultural backgrounds, possesses organizational and project cycle planning and execution skills;
- Draws on one's own and other's multi-country and multi-sector experience to identify viable courses of action when conducting analyses;
- Highlights possible solutions for project issues based on relevant multi-country and/or multi-client experiences;
- Overcomes unexpected difficulties and challenges to produce desired outcomes in a timely fashion;

- Regularly investigates / shares knowledge on new international best practice trends in comparator situations; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.