



# Environment and Financial Data Management Specialist

<b>Grade</b>	IS – 3	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Contract type</b>	Secondment	<b>Number of posts</b>	1
<b>Unit</b>	Portfolio Management Unit	<b>Vacancy code</b>	GCF/Secondment/16
<b>Reporting to</b>	Senior Portfolio/Monitoring and Evaluation Specialist		

## Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of Environment and Financial Data Management Specialist, who provides support the team with a range of operational and analytical tasks necessary for the appropriate management of information available from GCF portfolio of projects, in collaboration with operational divisions, ICT and the offices of risk management, communication and Governance. S/he will report to the assigned senior Portfolio/Monitoring and Evaluation Specialist and will also support the various areas of work within the Portfolio Management Unit (PMU) upon the request of the Head of the Portfolio Management Unit.

## Duties and responsibilities

- Validating data from the reports of the Board, term sheets, Funded Activity Agreements, legal agreements with National Designated Authorities and delivery partners, identifying project approval amounts and other financial data, project names, sector, and impact data, among other relevant information;
- Verifying collected data into the internal database. The database comprises general, financial and impact data for all approved and pipeline Funded Activities and readiness and project preparation facility projects;
- Communicating with relevant staff of the divisions and offices, identify outlying data in the current information management system available internally and sources of information available externally;
- Ensuring suitable rectifications in the information management system to the task managers and ICT division;
- Assisting in the design the database (dashboard) and relevant formats for Funded Activities under implementation, in collaboration with the Portfolio Analysts;
- Collaborate in further categorization of information, impacts and financial data in collaboration with the Portfolio Analysts and other divisions;
- Prepare communications with AEs, NDAs and delivery partners on data submitted to the GCF; and
- Conducting additional tasks as assigned by the Head of Portfolio Management Unit and provide secondary support to the further development of templates, guidance materials and processes.

## Expected experience and qualifications

- Bachelor's degree in data management, computer science, economics, finance, sustainable development, environmental sciences, or related fields;

- Four (4) years of relevant work experience. Climate Finance, Environmental Studies, or International Economics experience is highly desirable;
- Exposure to setting up data based dashboards is highly desirable;
- Experience in an international setting is an advantage;
- Strong competence and professional autonomy in the use of standard software programs: Excel, Word, PowerPoint, Outlook, and Access; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.