



# Project Preparation Facility and Adaptation Planning Associate

<b>Contract type</b>	Secondment	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Unit</b>	Division of Country Programming	<b>Number of posts</b>	1
<b>Reporting to</b>	Senior Specialist of Project Preparation	<b>Vacancy code</b>	GCF/Secondment/18

## Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of Project Preparation Facility and Adaptation Planning Associate, who provides operational and logistical support on a range of operational and analytical tasks.

## Duties and responsibilities

- Provide operational support for the processes for submission, review and approval of Requests to the PPF;
- Support coordination of the review of PPF Requests and the associated Project Concept Notes in coordination among the Divisions of Country Programming, Mitigation and Adaptation, and Private Sector Facility, and others across the GCF Secretariat;
- Coordinate clearance of conditions of Endorsed PPF requests and consideration for Approvals by the GCF Executive Director;
- Ensure smooth initial disbursement processes for grants including through coordination with CPD and other division colleagues and offices within the GCF Secretariat;
- Support coordination for effective monitoring and reporting of the PPF and Adaptation Planning portfolio, in collaboration with the Portfolio Management Unit;
- Support knowledge management activities as related to the PPF and Adaptation Planning;
- Support the further development of templates, guidance materials and processes to improve the overall efficiency and effectiveness of PPF and Adaptation Planning support;
- Support the preparation and logistical organization of PPF related workshops and trainings, together with external partners; and
- Additional operational tasks as assigned by the Senior Specialist for Project Preparation Facility and Adaptation Planning.

## Expected experience and qualifications

- Masters level in economics, finance, sustainable development, climate policy, environmental sciences, law, or related fields;
- More than two (2) years of relevant work experience;
- Project management experience in developing country contexts;
- Understanding of current issues in climate finance;
- Experience in an international setting is an advantage;
- Strong inter-cultural skills; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

## Required competencies

- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards;
- Places team agenda before personal agenda;
- Meets timeline for delivery of product or services to client; and
- Actively seeks to improve programmes or services.