



SAP Project Officer/Specialist

Grade	IS – 2/3	Duty station	Songdo, Incheon - Korea
Contract type	Secondment	Number of posts	1
Unit	Division of Mitigation and Adaptation	Vacancy code	GCF/Secondment/19
Reporting to	SAP Programme Manager		

Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of SAP Project Officer/Specialist, who will be responsible for supporting the implementation of the Simplified Approval Process (SAP), and related internal and external coordination. This includes liaising with relevant divisions and stakeholders; setting up the necessary processes; ensuring information is made available regularly or upon request; and keeping abreast of similar activities by other Funds.

Duties and responsibilities

- Ensuring the Simplified Approval Process is implemented in the Fund, and supported by all relevant divisions through agreed processes;
- Supporting the SAP technical team in establishing manuals, guidelines, and protocols for implementing the SAP, and support divisions in creating internal procedures;
- Coordinating the review process of SAP projects submitted ensuring timely delivery of the review by all relevant reviewers;
- Working closely with the communication team to ensure a wide dissemination of the SAP;
- Supporting the preparation, delivery and reporting on capacity building activities related to the SAP e.g. webinars;
- Processing, coordinating, preparing the response and ensuring overall efficient service delivery to "requests for information" received in the context of the SAP;
- Liaising with relevant divisions for the updating of a dedicated SAP webpage displaying the information requests received and the responses provided within the Fund's website;
- Maintaining an ongoing communication with the divisions involved in implementing the SAP and informing the Senior Management Team on its implementation; and
- Performing other related duties, as required.

Expected experience and qualifications

- Advanced university degree in environmental sciences or geography, social sciences or international studies, information management, management or related fields;
- At least 3-5 years of relevant work experience, including professional experience in project design, implementation, and/or evaluation, and in developing country context;
- Familiarity with processing information requests from range stakeholders is an advantage;

- Ideal candidates will require analytical and organizational skills, sound judgement, decision making abilities, be tactful and diplomatic, and be capable of working under strict timelines;
- Strong competence and autonomy in the use of standard software programmes: Excel, Word, PowerPoint, and Outlook;
- Experience of establishing strong working relationships with colleagues from different functions and cultures; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.