



Senior Advisor on External Affairs

Grade	IS - 5/6	Duty station	Songdo, Incheon - Korea
Contract type	Secondment	Number of posts	1
Unit	Division of External Affairs	Vacancy code	GCF/Secondment/24
Reporting to	Director of External Affairs		

Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of (senior) Advisor on External Affairs, who will be responsible for supporting the development and implementation of a strategic partnership with the key governments and the cooperation with the donor countries for replenishment. This includes liaising with relevant divisions and stakeholders; setting up the necessary processes; ensuring information is made available regularly or upon request.

Duties and responsibilities

- Advise on the development and implementation of a strategic partnership between the GCF and the key governments including the Korean government.
- Serve as a point of contact for GCF's participation and engagement at various events and fora organized in Korea.
- Support the relationship management with contributing countries, especially host country of Korea (including Yeosu-gu, City of Incheon, and various levels of Korean government).
- Facilitate relationships between relevant national stakeholders to enhance national ownership, participation, and partnership building
- Devise and implement plans to cultivate links with strategically relevant stakeholders, key prospective Partners, media and opinion leaders
- Provide timely input to the GCF regarding relations with the various governments and diplomatic activities
- Support visits and meetings and respond to queries and information requests by the various governments
- Collect information related to partnership activities; policy papers, remarks, reports, and news articles
- Plan and participate in outreach and engagement that increase the awareness and visibility of GCF
- Work with all GCF teams to identify and utilize strategic outreach opportunities
- Undertake any other tasks, as required

Expected experience and qualifications

- Master's degree in a major field, e.g. international relations, economics, law, environmental policy or humanities;
- Minimum of eleven (11) years of professional experience;
- Demonstrated experience with a government department or governmental institutions;
- Management experience in strategic outreach for high profile organizations or individuals;
- Understanding of climate change science and politics;

- Ability to network with clients at senior level;
- Proven ability to work collaboratively and to build relationships with diverse groups of organizations and individual, relevant institutions, governmental, intergovernmental and non-governmental organizations, including through networking; ability to participate effectively in high-level negotiations with internal and external partners;
- Excellent interpersonal and communication skills;
- Ability to communicate effectively and persuasively;
- Excellent written and oral communication skills in English are essential for this position;

Required competencies

- Planning and Organizing
- Client orientation
- Communication
- Teamwork