
Annex XVI: Terms of reference for the Executive Director**I. Job description**

1. The Executive Director will be appointed by, and accountable to, the Board of the Green Climate Fund.
2. The Executive Director, operating under the Board, will:
 - (a) Establish and maintain effective relationships with the Government of the Republic of Korea, in setting up the offices in Songdo and ensuring that the officials of the Fund enjoy the privileges and immunities associated with their official functions and status;
 - (b) Recruit all international and local staff of the Secretariat, ensuring geographic and gender balance, in accordance with the organizational structure and administrative budget approved by the Board;
 - (c) Establish and maintain effective relationships with the Fund's stakeholders in order to mobilize resources for, and advance the objectives of, the Fund, including its contributors, recipients, and other components of the Fund, as well as the Trustee, relevant bodies under the United Nations Framework Convention on Climate Change, observer organizations, multilateral, bilateral and development agencies and other stakeholders;
 - (d) Lead the Secretariat's efforts in supporting the Board with the development of:
 - (i) The Fund's operational modalities, access modalities and funding structures;
 - (ii) Specific operational policies and guidelines, including for programming, project cycle, administration and financial management;
 - (iii) Funding criteria, modalities, policies and programmes;
 - (iv) Environmental and social safeguards and fiduciary principles and standards that are internationally accepted as best practice;
 - (v) Criteria and application processes for the accreditation of implementing entities of the Fund;
 - (vi) The arrangements for replenishment processes; and
 - (vii) A framework for the monitoring and evaluation of performance and the financial accountability of activities supported by the Fund and any necessary external audits.
 - (e) Lead the Secretariat's team of professionals to:
 - (i) Organize and execute all administrative duties, including the preparation for meetings of the Board and its subsidiary bodies;
 - (ii) Report information on the Fund's activities;
 - (iii) Liaise with members, implementing entities, and cooperating bilateral and multilateral institutions and agencies;
 - (iv) Prepare performance reports on the implementation of activities under the Fund;
 - (v) Develop the work programme and annual administrative budget of the Secretariat and Trustee for approval by the Board;
 - (vi) Operationalize the project and programme cycle processes;

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- (vi) Prepare financial agreements related to the specific financing instrument to be concluded with an implementing entity;
 - (vii) Monitor the financial risks of the outstanding portfolio;
 - (ix) Work with the Trustee to support the Board to enable it to carry out its responsibilities;
 - (x) Carry out monitoring and evaluation function, as may be required by the Board;
 - (xi) Establish and run effective knowledge management practices; and
 - (xii) Perform any other functions assigned by the Board.
3. The Executive Director will report to the Board at its regular meetings.

II. Required experience and qualifications

4. The Executive Director will have:
- (a) Intellectual leadership, based on knowledge and experience of climate change, development and/or financial issues, and their interrelationships;
 - (b) Demonstrated capability to apply sound political judgment and strategic thinking to complex problems as they relate to effective leadership of institutions;
 - (c) Communication and advocacy skills for successful interaction with decision-makers at the highest level;
 - (d) Proven skills to build, lead and manage a large organization in an international context and guide its day-to-day operations;
 - (e) Experience in working with a range of stakeholders in developing and developed countries;
 - (f) Track record of robust, accountable management of financial resources at a senior level, preferably in a development finance context;
 - (g) Experience in establishing and leading diverse teams with multifaceted work programmes;
 - (h) Sensitivity to political, and respect for cultural, factors;
 - (i) Degree in a relevant field, advanced degree desirable;
 - (j) At least 15 years of relevant experience, including experience in, or working with, developing countries; and
 - (k) Fluency in English, knowledge of Arabic, Chinese, French, Russian or Spanish an advantage.

III. Remuneration, contractual arrangements and term

5. Remuneration will be comparable to the level of a Vice President of the World Bank and an Assistant Secretary General in the United Nations common system.
6. The Board will appoint the Executive Director. Given that the appointment of the Executive Director will be effected prior to the formal launch of the Secretariat, transitional contracting arrangements may be needed.
7. The term of the position will be three years, with the possibility of reappointment.