
Annex XIV: Job profiles and staffing table

1. The **Directors** of the five divisions, together with the Executive Director, form the management team of the Secretariat. They will be leaders and expert individuals with substantive experience and demonstrated success, both academically and in their professional career. Extensive cross-cultural leadership skills, demonstrated ability to manage timelines, dependencies and deliverables will be a pre-requisite. Among other tasks, they will be responsible to:
 - (a) Oversee, plan, implement, manage, review and control the operations of their divisions;
 - (b) Establish and maintain collaborative relationships internally (e.g. with the other divisions) as well as externally;
 - (c) Provide strategic and operational guidance and advice to the Executive Director;
 - (d) Optimize the potential of their respective teams through leadership, supported by learning and development and continuous coaching that will utilize and develop this potential to optimally benefit the Fund;
 - (e) Establish a culture of performance and ensure the delivery of the high volume of outputs while respecting work life balance; and
 - (f) Support the values and objectives of the Fund.
2. The **specialist roles** will be varying in level, from entry to mid and senior-level specialists. The levels of the posts will be determined based on the complexity of tasks and responsibilities, as well as the experience and educational background required to fulfil the functions of the respective post. The specialists will be responsible, among other tasks, to:
 - (a) Provide substantive support for and contribute to the design and implementation of the work plan of their division;
 - (b) Propose ideas and strategies to enhance institutional capacity;
 - (c) Perform assessments, analyses, and forecasts;
 - (d) Establish and maintain collaborative relationships;
 - (e) Ensure deadlines are met and the quality of their outputs is high; and
 - (f) Support the values and objectives of the Fund.
3. The **support staff** will provide general overall support, but also, where applicable, specific support, such as a legal clerk, an HR clerk, etc.
4. The academic qualifications and professional requirements for the different positions will also be guided by the relevant administrative framework under development, and consistent with Asian Development Bank's (ADB) practices.
5. The staffing table (Table 1) presents an indicative staffing allocation in the respective divisions; however the Executive Director may need to reassign staff. Staff members will need to be flexible and adaptable to support the initial phase of the team set-up.
6. The total administrative costs relating to the proposed initial structure and staffing of the Secretariat, in accordance with the Fund's remuneration and benefits scheme, as well as the costs associated with facilitating the interviews of the initial staff, are presented in document GCF/B.05/21.

Table 1: Indicative staffing allocation and key responsibilities

Function	Key responsibilities in 2014 and initial phase
Advisor to Executive Director (one expert)	<ul style="list-style-type: none"> - Perform necessary functions relating to the coordination of the front office of the Executive Director; - Assist the Executive Director with necessary follow-up across the Secretariat to ensure timely progress on various initiatives.
Country Programming Director, Deputy Executive Director	<ul style="list-style-type: none"> - Manage and oversee the work programme of the Country Programming division; - Act as officer-in-charge for the Secretariat when the Executive Director is away.
Accreditation, including environmental and social safeguards, and fiduciary standards (Procurement and financial management) (six specialists)	<ul style="list-style-type: none"> - Coordinate the accreditation process; - Assist countries in selecting and nominating implementing entities; - Assist intermediaries and implementing entities with readiness and preparatory support; - Liaise with regional and international institutions interested in being accredited as intermediaries, funding entities and/or implementing entities, and provide assistance as needed.
Country operational dialogue (three specialists)	<ul style="list-style-type: none"> - Lead and coordinate the operational dialogue with developing countries, including through the selection and strengthening of NDAs or focal points; - Assess and support readiness of countries in terms of policy and institutional enabling regulatory framework, including NAMAs, NAPAs, NAPs among others; - Facilitate the work of Mitigation and Adaptation Windows and PSF divisions to support implementing entities and countries to build potentially eligible pipeline of projects and programmes.
Monitoring and evaluation (one specialist)	<ul style="list-style-type: none"> - Operationalize the result management framework into toolkits, logical frameworks, and templates; - Set up basis for data collection, tracking of performance at the level of the projects and programmes, countries, implementing entities, and the Fund; - Conduct impact assessment.
Mitigation/Adaptation Director	Manage and oversee the work programme of the Mitigation and Adaptation Windows division
Mitigation and Adaptation team (four specialists)	<ul style="list-style-type: none"> - Provide countries with thematic readiness support, working with the Country Programming division; - Identify through operational dialogue possible pipeline of programmatic approaches and sector interventions; - Operationalize the type of interventions to make progress towards the Fund's result areas; - Implement thematic allocation, assess the performance of the portfolio; - Knowledge management relating to operational learning in mitigation and adaptation; - Prepare operational documents such as templates, toolkits, and guidelines needed for proposal review cycle.

PSF Director	Manage and oversee the work programme of the PSF division
PSF team (four experts)	<ul style="list-style-type: none"> - Formulate proposals for the PSF-related aspects of the investment strategy and risk management strategy; - Develop modalities and procedures for PSF operations, including operational documents needed such as templates, toolkits and guidelines for proposal review; - Work with the Country Programming Division on readiness support to potential intermediaries and to NDAs or focal points for PSF portfolio; - Reach out to potential private sector entities; - Work on innovative financial instruments (e.g. guarantees, insurance, equity).
External Affairs Director	Manage and oversee the work programme of the External Affairs division
Resource mobilization (two specialists)	<ul style="list-style-type: none"> - Organize technical-level dialogue with potential contributors; - Coordinate technical analyses, documents and presentations, as required by potential contributors; - Provide input as needed, to other divisions for scenarios regarding the potential level of financial inputs and country allocations; - Explore possible private contributors and alternative sources; - Provide logistic organization of resource mobilization multilateral meetings including formal pledging meetings.
Communication and outreach (two specialists)	<ul style="list-style-type: none"> - Implement communication strategy; - Implement information disclosure policy; - Realize media engagement opportunities and media monitoring and response; - Provide communication and media support to core activities of the Fund, including through the website; - Organize workshops for awareness raising.
Board logistics and liaison (two specialists)	<ul style="list-style-type: none"> - Prepare Board meeting communications; - Ensure Board, committee, panel, group and workshop meeting logistics; - Liaise with meeting hosts/Governments.
Operational Support Services Director	Manage and oversee the work of the Operational Support Services division
Legal (two specialists)	<ul style="list-style-type: none"> - Provide a comprehensive range of legal services to the Board and the Secretariat on the interpretation of treaties and legal instruments; - Advice on agreements and cooperative arrangements - Establish the administrative and operational legal framework; - Conduct operational legal due diligence.
HR (two specialists)	<ul style="list-style-type: none"> - Oversee orderly move to the Headquarters; - Coordinate the recruitment actions; - Oversee the implementation of HR strategies, policies, procedures and systems, including the provision of staff services, entitlements and payments.
Finance/risk management (two specialists)	<ul style="list-style-type: none"> - Record and report financial statements; - Coordinate corporate procurement activities; - Coordinate the preparation of the risk management strategy of the Fund, and later on its implementation.
ICT (two specialists)	<ul style="list-style-type: none"> - Oversee the performance by service providers to ensure high quality ICT systems in place in the Headquarters; - Implement ERP system, content management system, documents management system, no-objection procedure, online accreditation system, online results management framework.