



**GREEN  
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**Meeting of the Board**  
12 – 14 June 2016  
Songdo, Incheon, Republic of Korea  
Provisional agenda item 14

**GCF/B.14/14**

4 October 2016

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# Report on the staffing of the Secretariat

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## **Summary**

At its twelfth meeting, the Board authorized the recruitment of new staff aiming to fill approximately 100 positions by December 2016. Appropriate measures have been taken to fill these positions as soon as possible, while continuing to implement the work plan for this year, using available resources. It is planned that the number of staff will increase to approximately 70 by the end of October. With recruitment processes currently underway for an additional 28 posts it is envisaged that the minimum headcount will be 85 by the end of December, with the ambition remaining to be close to the 100 positions filled by the end of the year.

## I. Introduction

1. The Board, by its decision B.12/27, noted the need for the staffing of the Secretariat to reach an approximate 100 filled positions by 31 December 2016, taking into consideration the ability of the Secretariat to recruit and absorb the increasing staffing numbers, and following the appropriate process. By the same decision the Board allocated additional funds for staffing in the Secretariat. This has enabled the Secretariat to plan and implement a recruitment campaign which will significantly increase its capacity.
2. This paper will present a progress report on recruitment for the Secretariat.

## II. Progress report on recruitment

3. With the aim to reach a total of approximately 100 positions filled by the end of this year; by 24 September 2016, an additional 16 vacancies have been filled since the thirteenth Board Meeting, bringing the total number of current staff to 60. Recruitment processes are underway for an additional 28 positions and 14 job descriptions, primarily in the area of portfolio management and development, are expected to be finalized by the end of October, at which point recruitment action will commence.
4. Following the Board's guidance, individuals who have been working as full-time consultants have been encouraged to apply for the staff positions. To date, 10 consultants have been selected for relevant vacant positions.
5. In terms of senior posts, an offer has been issued and accepted for the position of Risk Manager. The candidate is expected to start on 26 September 2016 and in addition to his central role, will be instrumental in developing job descriptions related to portfolio management. The positions of Director for the Private Sector Facility, Director for Mitigation and Adaptation and Internal Auditor have been advertised and will close on 17 October 2016.

### 2.1 Increase in staffing by area of activity

6. Table 1 below indicates the progress in building the Secretariat's workforce, by area of work. Of the 16 new positions filled, 11 are International/Professional staff and 5 are Administrative/Support staff positions.

**Table 1. Staffing by area of work**

Areas of activity	Current staff	In progress	Total
Executive direction and management, including communications and outreach	4	0	4
Country and accredited entity relationship management and Readiness and Preparatory Support Programme	10	9	19
Portfolio development and management	12	16	28
Institutional, legal and financial/administrative support	32	10	42
Risk management, compliance and audit	2	7	9
<b>Total</b>	<b>60</b>	<b>42</b>	<b>102</b>

7. In addition, the Secretariat has 14 international and 25 local full-time consultants based in Songdo to carry out its work as defined in the work plan for 2016.

## 2.2 Staff by gender and geographical distribution

8. The Secretariat continues its effort to achieve the greatest geographical diversity in its workforce, and to ensure that women and men are equally represented at all levels, although this is proving to be a challenge for IS positions.

9. Table 2 below provides information on the geographical and gender distribution of staff as at 12 October 2016.

**Table 2. Geographical and gender distribution among appointed staff**

Filled positions		Geographical distribution		Gender balance	
Level	Headcount	Developed	Developing	Male	Female
IS-level	45	51% (23)	49% (22)	71% (32)	29% (13)
AS-level	15	7% (1)	93% (14)	27% (4)	73% (11)
<b>Total</b>	<b>60</b>	<b>40% (24)</b>	<b>60% (36)</b>	<b>60% (36)</b>	<b>40% (24)</b>

*Abbreviations:* AS = [Administrative/Support Staff], IS = [International/Professional Staff].

## **Annex I: Draft decision of the Board**

The Board, having considered document GCF/B.14/14 titled “Report on the staffing of the Secretariat”;

*Takes note* of the report.

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