



Energy Efficiency Specialist

Grade	IS – 3	Duty station	Songdo, Incheon - Korea
Contract type	Secondment	Number of posts	1
Unit	Division of Mitigation and Adaptation	Vacancy code	GCF/Secondment/10
Reporting to	Mitigation Coordinator		

Position description

The Energy Efficiency Specialist in the Division of Mitigation and Adaptation will be responsible a wide range of analytical and operational support tasks related primarily to processing GCF funding proposals and concept notes towards qualified funding proposals for GCF senior management and Board consideration; as well as closely supporting the full cycle of key GCF policies identification, formulation, development, review and approval processes. The Specialist should also have some speciality and experience in energy efficiency – as one of the technical support areas of the Division. Experience in developing and assessing of climate mitigation projects is required; experience and knowledge of energy efficiency in a specific sector is required; and work experience in developing/transition country settings is highly desirable.

Duties and responsibilities

- Technical, analytical and operational support to the timely development, intake and processing of GCF concept notes and funding proposals to the necessary quality standards; as well as other policy and guideline documents including, inter alia, the Fund’s investment framework, operational guidelines, procedures and toolkits;
- Support in project and program pipeline development, including initial screening and review of project/program funding proposals and concept notes, interactions with accredited entities in bilateral meetings, preparation of assessment findings, maintenance of the operations database, monitoring of implementation of the approved energy efficiency projects or programs;
- Supporting the co-ordination with other divisions and units on the DMA support to the preparation and execution of Strategic Country Dialogues;
- Background research, collecting and analyzing data, conducting specific research and analytical work, drafting written reports to high quality standards, engagement through email and phone calls with the accredited entities, consultants and external experts to the Fund; and oversight and coordination of the relevant documentation internal processing, until the point of publication;
- Provide organizational and substantive support for the Fund’s Board meetings and other events and meetings related to the functioning of the Fund. This may include assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions for the Report of the Meeting, and providing support for the drafting of decisions; and
- Additional analytical and operational tasks as assigned by the Mitigation Coordinator ; or by extension the Director of Mitigation and Adaptation.

Expected experience and qualifications

- Masters' degree in energy-related, relevant engineering/economics, resource economics, sustainable development, or related fields;
- At least six (6) to eight (8) years of relevant work experience;
- Experience in energy efficiency is required; experience in developing energy efficiency projects in international / developing countries settings is highly desirable;
- Experience developing and assessing of climate mitigation projects is required; experience and knowledge of energy efficiency in a specific sector is required; and work experience in developing/transition country settings is highly desirable;
- Experience in energy efficiency policy work is highly desirable;
- Experience in internal project co-ordination is highly desirable;
- Experience in climate finance or development finance is highly desirable;
- Familiarity of multilateral climate funds, project financing, execution of technical assistance projects, and the UNFCCC framework;
- Experience in developing project funding and policy documents, conducting research analysis and articulating findings and recommendations;
- Project management: support integration of GCF policies and guidelines in the design, processing and implementation of concept notes, funding proposals and investment projects;
- Ability to articulate complex issues verbally and in writing in a concise manner in a complex institutional environment;
- Application of own complex specialist knowledge to support other colleagues and peers in day-to-day GCF operations and technical / process analysis in similar working environment;
- Proactively applies relevant international best practices to own work;
- Excellent business writing and presentation skills;
- Strong competence and autonomy in the use of standard software programs: Excel, Word, PowerPoint, and Outlook; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

Required competencies

- Ability to work in a team with different nationalities and cultural backgrounds, proven organizational and project cycle planning and execution skills;
- Draws on own and other's multi-country and multi-sector experience to identify viable course of action when conducting analyses;
- Highlights possible solutions for project issues based on relevant multi-country and/or multi-client experiences;
- Overcomes unexpected difficulties and challenges to produce desired outcomes in a timely fashion;
- Ability to work long hours and tenacity to withstand short deadlines as well as occasionally tedious work in a bureaucratic process / institutional environment; and
- Regularly investigates / shares knowledge on new international best practice trends in comparator situations.