



Project Preparation Facility Specialist

Contract type	Secondment	Duty station	Songdo, Incheon - Korea
Unit	Division of Country Programming	Number of posts	1
Reporting to	Senior Specialist for the Project Preparation Facility and Adaptation Planning	Vacancy code	GCF/Secondment/14

Position description

The Green Climate Fund is currently seeking an exceptional candidate to undertake the position of Project Preparation Facility Specialist who will primarily responsible for providing substantive coordination and operational support on a range of substantive operational and analytical tasks.

Duties and responsibilities

- Coordinate the ongoing operations of the processes for submission, review and approval of Requests to the PPF and their associated Project Concept Notes;
- Coordinate the review of PPF Requests and the associated Project Concept Notes in collaboration among the Divisions of Country Programming, Mitigation and Adaptation, and Private Sector Facility, and others across the GCF Secretariat;
- Manage clearance of conditions of Endorsed PPF requests and consideration for Approvals by the GCF Executive Director;
- Provide oversight for smooth initial disbursement processes for grants including through coordination with CPD and other division colleagues and offices within the GCF Secretariat;
- Coordinate effective monitoring and reporting of the PPF portfolio, in collaboration with the Portfolio Management Unit;
- Develop and implement knowledge management activities as related to the PPF;
- Advance the further development of templates, guidance materials and processes to improve the overall efficiency and effectiveness of PPF support;
- Coordinate the preparation and logistical organization of PPF related workshops and trainings, together with external partners;
- Undertake the preparation of PPF progress report and related documents for the Board, and support preparation of summaries during and after the Board meetings; and
- Perform additional operational tasks as assigned by the Senior Specialist for Project Preparation Facility and Adaptation Planning.

Expected experience and qualifications

- Masters level in economics, finance, sustainable development, climate policy, environmental sciences, law, or related fields;
- More than ten (10) years of relevant work experience;
- Experience in design of climate change projects and programmes in developing country contexts;

- Climate change focused project management experience in developing country contexts;
- Experience in reviewing, processing and monitoring project proposals is an advantage;
- Experience developing knowledge management systems;
- Understanding of current issues in climate finance;
- Experience in an international setting is essential;
- Strong inter-cultural skills; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

Required competencies

- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.
- Places team agenda before personal agenda.
- Meets timeline for delivery of product or services to client.
- Actively seeks to improve programmes or services