



TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO:	13/TA06/GCF
PUBLICATION DATE:	09 January 2013
DEADLINE FOR APPLICATION	25 January 2013
TITLE AND GRADE:	Operations Officer (Access Modalities, P-4)
INDICATIVE MONTHLY SALARY:	Starting from: USD 5,623 net (without dependents), USD 6,038 net (with dependents) plus variable post adjustment, currently 49.2 of net salary) plus other UN benefits and pension fund as soon as possible until 31 December 2013
DURATION OF APPOINTMENT:	as soon as possible until 31 December 2013
DUTY STATION:	Bonn, Germany

Background

The Green Climate Fund (“the Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund is governed and supervised by the Board and was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC). The task of the Interim Secretariat is to provide technical, administrative and logistic support to the Board until the independent Secretariat of the Fund is established.

The appointment is limited to the Interim secretariat of the Green Climate Fund located in Bonn, Germany. There will be a possibility for subsequent appointment to a post in the independent secretariat in Songdo, Republic of Korea, but such appointment will be subject to a separate recruitment process.

Functions to be performed

The Operations Officer (Access Modalities) leads the development of the Fund’s policies and procedures for various access modalities, country programming and financing of projects and programmes. The incumbent of the post:

11. Provides technical expertise in the development of appropriate access modalities. Activities include but are not limited to:

- a) In collaboration with the Director of the interim secretariat, the Senior Manager and Fund officers, providing leadership in the development and elaboration of effective access modalities, including direct and intermediate access, to evaluate and facilitate stakeholder access to funding;
- b) Identifying and analyzing best practice instruments in comparable funds and international institutions and proposing those access modalities best suited to the Fund as well as to the recipients to facilitate effective lending;
- c) Develop accreditation criteria, guidelines and procedures for various national and international implementing entities;

- d) In collaboration with the Legal Officer, ensuring the soundness and adequacy of proposed modalities; and
 - e) Leading the testing, finalization and presentation of the Fund's access modalities to the Board.
2. Provides technical expertise in the development and implementation of country programming systems, frameworks and guidelines to ensure consistent, quality programme and project funding cycles by:
- a) Leading the formulation and implementation of country programming policies, systems, frameworks, guidelines and procedures;
 - b) Conceptualizing the country programming methodology and its various components including ensuring reporting capabilities and linkage to the results framework; directing its development and implementation;
 - c) Establishing methodologies and guidelines for implementation guidance and for results-based management and reporting systems in collaboration with Fund management, technical officers and partners; and
 - d) Contributing to the development of management, programme and project level benchmarks and indicators in collaboration with the Operations Officer (Financial Instruments) the Monitoring and Evaluation Officer, Climate Finance Officer and Country and Stakeholder Outreach Officer.
3. Provides technical expertise in the development of mechanisms, including funding approval criteria and processes, to promote the input and participation of stakeholders by:
- a) Ensuring the development of accountable funding approval criteria and processes that promote the participation of stakeholders while ensuring accountability for the Fund;
 - b) Providing overall strategic direction and leadership in formulating the Fund's access modality operational strategies and systems to ensure fiscal accountability as well as equity in funding at the global, regional, national and sub-national levels as well as cross-sector;
 - c) Providing information and analysis pertaining to the viability of all proposed systems and mechanisms that assure donors of the Fund's fiscal accountability and stakeholders of the Fund's effectiveness built into its fundamental operational design;
 - d) Working with the financial services provider and the Interim Trustee (World Bank) to ensure effective, transparent and accountable access systems and mechanisms; and
 - e) Establishing guidelines and methodologies as appropriate to implement funding approval criteria and processes, in collaboration with Fund management, the Legal Officer, technical officers, stakeholders, financing and trust fund partners.
4. Performs any other job related activity required to achieve the goals and objectives of the secretariat.

Requirements

Education: Advanced degree in economics, finance or other specialized degree related to the above responsibilities is required of academic qualifications and extensive experience may be accepted in lieu of the required advance university degree.

Experience: A minimum of seven (7) years of progressively responsible professional experience in the development of public-private partnerships, financial instruments and/or private sector access modalities in a fund, international organization or company is required. At least two (2) years of the seven should include experience in the private sector or working with the private sector.

Specific professional knowledge and job-related skills:

- Knowledge of private sector finance operations related to climate change.
- Knowledge of financial instruments/access modalities best practices.
- Knowledge of the structure, business model framework and operations of funds and institutions supporting and financing development on a sub-national, national and regional basis.
- Knowledge management (best practices/lessons learned) tools and practices

/.....

- Background knowledge of climate change issues, including mitigation and adaptation initiatives, is a plus. Demonstrated ability to analyze and synthesize information for presentation to decision makers.
- Proven strategic leadership including in the concept, design and implementation of innovative initiatives.
- Proven track record of responsiveness to clients based on a fully developed understanding of clients' needs and demonstrated performance in managing client relationships.
- Possesses an institutional perspective and drive for results.
- Outstanding writing, communications and negotiating skills. Excellent interpersonal and people management skills with a demonstrated track record of effectiveness in a culturally diverse environment.
- High degree of self-motivation and drive.
- Highest ethical standards.

8. Language requirements: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and experience in representation and catalysing consensus among diverse partners.

To apply

Candidates whose qualifications and experience match the requirements stated above should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
- 2. The appointment may be offered as consultant at P-4 equivalent for selected candidate.**
- 3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**