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## TEMPORARY APPOINTMENT

### INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

<b>ANNOUNCEMENT NO:</b>	<b>13/TA01/GCF</b>
<b>PUBLICATION DATE:</b>	<b>02 January 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>16 January 2013</b>
<b>TITLE AND GRADE:</b>	<b>Monitoring and Evaluation Officer, P-4</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>Starting from: USD 5,623 net (without dependents) USD 6,038 net (with dependents) plus variable post adjustment, currently 46.1% of net salary), plus other UN benefits and pension fund as soon as possible until 31 December 2013</b>
<b>DURATION OF APPOINTMENT:</b>	<b>Bonn, Germany</b>
<b>DUTY STATION:</b>	

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### 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 Monitoring and Evaluation Officer provides leadership in the secretariat work for the establishment and implementation of the Fund’s results-based management framework and related accountability mechanisms, under the direct supervision of the Director of the Fund’s interim secretariat. The incumbent of the post:

1. Provides technical expertise in the development and implementation of a results-based management framework to ensure robust monitoring and evaluation function within and across the Fund.
  - a) Leading the formulation and implementation of a corporate results-based management framework linking the Green Climate Fund Board mandates with the Fund’s management and programme milestones and achievements;
  - b) Conceptualizing a results-based information management and reporting system and directing its development and implementation;
  - c) Identifying strategic, key indicators that support and enhance programme and management performance measurements;
  - d) Establishing M&E guidelines and methodologies in collaboration with Fund management, technical officers and partners; and

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- e) Catalysing the development of management, programme and project level M&E benchmarks and indicators.
2. Provides technical leadership to the Fund's M&E function on a strategic level as well as on international and national programme and project levels, ensuring effective oversight and measurement of performance indicators by
    - a) In collaboration with the Director of the interim secretariat, Senior Manager and Fund officers, providing leadership in the development and elaboration of effective management, programme and project key performance indicators that are objective, sustainable and measurable;
    - b) Managing specific case studies or desk evaluation studies, including the preparation of terms of reference and selection of evaluators;
    - c) Coordinating the annual M&E review, including field verification; and
    - d) Leading the Annual Performance Report drafting, finalization and presentation.
  3. Ensures effective design and implementation of fraud, investigation and redress processes to address programme, project and overall Fund management vulnerabilities identified through the M&E process by
    - a) Leading the design, development and implementation of fraud, investigation and redress policies and regulations;
    - b) Collaborating with the Fund's Legal Officer in the establishment, interpretation and application of procedures and processes that ensure due process in investigation and redress;
    - c) Advising and guiding management on potential fraud and initiating investigative activities; and
    - d) Providing oversight in the conduct and closing of all investigations, ensuring any redress activities are addressed in a fair and consistent manner.
  4. Advocates for knowledge management strategies and practices related to monitoring and evaluation to identify, create, distribute and implement best practices and lessons learned to enhance the Fund's performance and partnerships by
    - a) Leading the development of knowledge management and sharing tools and practices in order to highlight lessons learned and formulate recommendations to improve overall programme planning, implementation and evaluation;
    - b) Leading the analysis of monitoring and evaluation reports with a view to extracting the trends, lessons learned, conclusions and recommendations;
    - c) Preparing evidence-based summaries for internal and external use;
    - d) Managing and maintaining the results-based informational data base on evaluations;
    - e) Collating, consolidating and analysing data available through the monitoring and evaluation final reports (generic thematic indicators, programme M&E plans etc.) as well as other available sources such as programme surveys to provide evidence-based information on results and contributions;
    - f) Establishing a web-based knowledge sharing website to provide the Board, Fund staff and partners up to date information on the Fund's activities, achievements and lessons learned; and
    - g) Ensuring regular reporting and guidance on best practices and the Fund's lessons learned.
  5. Performs any other job related activity required to achieve the goals and objectives of the secretariat.

### **Requirements**

**Education:** Advanced university degree, preferably in business, public administration, international development, environmental science, finance or other specialized degree related to the above responsibilities is required. A combination of academic qualification and extensive experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of seven (7) years of progressively responsible professional experience in one or more components of results based management, monitoring and evaluation and/or fraud investigation in an international organization or company is required. At least two (2) years of the seven should include experience in the development of monitoring and evaluation systems and/or assessments or business process scorecard development.

**Specific professional knowledge and job-related skills:**

- Knowledge of results based management best practices.
- Knowledge of results based systems development and implementation
- Knowledge of Monitoring & evaluation
- Knowledge of fraud investigation and redress procedures
- Knowledge management (best practices/lessons learned) tools and practices
- Demonstrated ability to analyze and synthesize information for presentation to decision makers.
- Ability to make forward-looking and practical decisions to ensure good stewardship and integrity in the establishment of the Fund's results based management systems, including monitoring and evaluation.
- 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.
- 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.

**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. Good working knowledge of a second official UN language is an asset.

**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.**