

United NationsClimate Change Secretariat

Nations Unies

Secrétariat de Changements Climatiques

TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO: 13/TA08/GCF
PUBLICATION DATE: 11 January 2013
DEADLINE FOR APPLICATION 25 January 2013

TITLE AND GRADE: Investment Officer, 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

DUTY STATION: Bonn, Germany

DURATION OF APPOINTMENT:

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 Investment Officer leads the secretariat work on the arrangements and operational modalities for the private sector facility (PSF) intended to enable the Fund to directly and indirectly finance private sector mitigation and adaptation activities. The incumbent of the post:

- 1. Identifies and leads the development of institutional arrangements, specific financial instruments and access modalities of the Private Sector Facility (PSF) of the Fund by:
 - a) Identifying and analysing best practices among comparable funds' and institutions' investment frameworks for designing the PSF;
 - b) Conceptualizing a framework to maximize the Fund's ability to leverage private sector financing, with particular focus to local financial intermediaries and national private sector players in developing countries;
 - c) Proposing institutional design options for the PSF, addressing its governance and organizational issues:
 - d) Proposing access modalities for financing direct and indirect finance private sector mitigation and adaptation activities as well as to leverage private sector funding; and
 - e) Establishing and maintaining private sector financing contacts at the international and national levels.

- 2. Leads the development of operational policies and procedures for the PSF by:
 - a) Developing a set of operational policies and procedures for PSF's funding cycle;
 - b) Identifying streamlined procedures and approval processes to enable timely disbursements for financing private sector activities while ensuring consistency with national climate strategies;
 - c) Identifying optimal transaction structures for implementation of a full range of financial instruments to be utilized by the PSF; and
 - d) Vetting same with the Fund's Legal Counsel for presentation to the Director and the Board for promulgation.
- 3. Provides technical expertise in the development of a full range of financial instruments for the Fund to engage the private sector as a partner in mitigation and adaptation activities in developing countries by:
 - a) Leading the formulation and implementation of a full range of financial instruments, access modalities or facilities for the PSF as approved by the Board; PSF access modality development will be closely coordinated with the Operations Officer (Access Modalities);
 - b) Conceptualizing a framework to catalyze private finance through the Fund's activities at the national and international levels;
 - c) Establishing Fund's operational policies and procedures in collaboration with Fund management, technical officers and partners; and
 - d) Concurrently, ensuring the above will maintain the Fund's fiduciary principles and standards and environmental and social safeguards as approved by the Board.
- 4. In support of the Finance Officer, contributes to the development of a risk management policy for the Fund and ensuring the components of that policy are imbedded in all aspects of the financial instruments framework.
- 5. 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. A combination 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.