



---

## TEMPORARY APPOINTMENT

### INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

<b>ANNOUNCEMENT NO:</b>	<b>13/TA02/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>Legal Counselor, P-5</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>Starting from: USD 6,727 net (without dependents) USD 7,242 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>as soon as possible until 31 December 2013</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>

---

### 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 Legal Counsel is the sole provider of legal advice and guidance to the interim secretariat staff, the Board, including the Co-Chairs, and other governance components of the Fund; s/he is entrusted to provide authoritative leadership in the full range of legal services to the Fund. The incumbent of the post:

1. Provides legal advice and counsel to the Board and other governance components of the Fund to ensure due diligence in the establishment and evolution of the full range of strategic and operational policy documents by

- a) Drafting and/or reviewing legal instruments, such as treaty texts, contracts, agreements, internal regulations and rules and other legislative materials;
- b) Providing authoritative advice on the establishment, review and interpretation of the Fund’s governance legislation, including all treaties, agreements and other legal instruments;
- c) Advising on legal agreements in the establishment of inter-institutional agreements;
- d) Undertaking consultations and participating in negotiations with representatives of Member States or other organizations; and

- e) Acting as secretary to various committees and bodies dealing with subject matters falling within the his/her legal competence by preparing notes and statements for the chair; formulating and revising texts and proposals; analysing and clarifying legal issues involved; and advising the chair on all matters under consideration.

2. Ensures the provision of authoritative legal interpretations of Fund documents and advice at all levels of the Fund as well as to partner organizations by

- a) Giving legal opinion or advice on issues relating to the functions, structure and activities of the Fund;
- b) Coordinating, approving and, as appropriate, undertaking research and studies and examining legal precedents for issues relating to the functions, structure and activities of the Fund; issues may include general commercial law or upon specialized aspects of constitutional, international, public, private and administrative law;
- c) Reviewing, revising and clearing the legal aspects of draft letters, agreements and other texts, which have been passed to the office for review and comments;
- d) Providing and checking for consistency of interpretations of legal instruments, such as constitutions, statutes, treaties, agreements, resolutions or other legal materials relevant to the Fund;
- e) Organizing and participating in meetings with senior officers and legal advisers of other institutions on matters of common concern;
- f) As requested, representing the Fund in conferences and meetings of other organizations and bodies; and
- g) Providing advice and assistance in resolving procedural and substantive legal questions in committees, at conferences and meetings.

3. Ensures due diligence in the legal review of the full range of the Fund's documents including review, vetting and clearance processes by:

- a) Providing legal advice in concluding arrangements related to cooperation and hosting agreements with Parties and institutions;
- b) Undertaking consultations and participating in negotiations with contractors and with representatives of organizations providing services to the Fund;
- c) Reviewing, revising and clearing the legal aspects of draft letters and other texts which have been passed to the office for review and comments; and
- d) Providing and checking for consistency of interpretations of legal instruments, such as regulations and rules or other legal administrative and commercial, including branding, materials relevant to the Fund.

4. Performs any other job related activity required to achieve the goals and objectives of the secretariat

### **Requirements**

**Educational background:** Advanced university degree is required in a relevant field of law (e.g. international, environmental, comparative, economic, etc.).

**Experience:** A minimum of ten (10) years of progressively responsible professional experience conveying an understanding of legal concepts, principles and practices, as well as the ability to formulate legal opinions on complex questions, to draft legal instruments and provide legal advisory services to senior level management. Experience should include work on legal matters related to an international fund or financial institution and experience in working on legal aspect of administrative policies.

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

- Knowledge of treaties and memoranda of understanding with national governments and international institutions
- Legal aspect of the management and operation of international funds or financial institutions
- Legal aspects of administrative and HR policies of international organizations
- International law, including a broad range of administrative and commercial law

/...

- Knowledge of ethics and ethical standards as they apply to international organizations.
- Demonstrated intellectual leadership in international law, particularly in international environmental matters.
- Demonstrated ability to provide seasoned legal advice and opinions to senior management; ability to advice and guide decisions of partners, including governing body representatives, is an advantage.
- 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.
- 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 would be an asset.

### **To apply**

Candidates whose qualifications and experience match the requirements, 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 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, South Korea, but such appointment will be subject to a separate recruitment process.**
- 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.**