United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO:	**13/TA21/GCF**
PUBLICATION DATE:	**11 April 2013**
DEADLINE FOR APPLICATION	**21 April 2013**
TITLE AND GRADE:	**Associate Programme Officer, P-2 (Management Support)**
INDICATIVE MONTHLY SALARY:	**Starting from: USD 3,894 net (without dependents) USD 4,151 net (with dependents) plus variable post adjustment, currently 49.2 of net salary), plus other UN benefits and pension fund**
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

Under the supervision of the Senior Manager of the Interim Secretariat, the incumbent provides management support to the overall coordination of work emanating from the IS team coordination, general administration and management, public information and the support processes to the Green Climate Fund ("the Fund") Board in general. Specific duties include:

1. Providing management support for the implementation of the work plan of the Board, through:
   a. Process designing; implementing and monitoring of work plan, including consultations, reporting and coordination;
   b. Organizing and coordinating the preparation of documents, ensuring timely delivery of planned outputs for Board meetings;
   c. Liaising with consultants for preparation of documents, as well as reporting on the progress;
   d. Facilitating the management of the Interim Secretariats operations, to include support in the identification of and reporting on performance indicators, envisioning requirements and constraints followed by remedial measures proposals.

2. Providing support in the preparation of substantive inputs for consideration by the Board:
   a. Liaising on substantive issues between the Senior Manager and operational staff of the Interim Secretariat, with a view to preparing relevant inputs to and making arrangements for the Board and its Committee meetings;
   b. Contributing to the preparation of various written outputs for the Board;
   c. Proposing draft agendas, draft meeting annotations and preparing option papers and/or substantive documents on process issues for the support to the Board, its Committees, and functioning of the Interim Secretariat.

3. Assisting the organization with outreach activities, by:
   a. Identifying key contacts and opportunities for strategic partnerships to facilitate communication efforts;
   b. Supporting the organization of the Fund's events, such as the Board and its committee meetings, including participation in events;
   c. Responding to a variety of inquiries and information requests internally and externally.

4. Performs other assignments, as required by the Senior Manager.

Requirements

- **Education:**: A university degree in economics, management, international relations, environmental science or a related discipline.

- **Experience**: At least three (3) years of progressively responsible relevant experience, of which one year should have been at international level. Familiarity with climate finance and supporting complex work processes would be an asset.

- **Language requirements:** Fluency in written and oral English. Working knowledge of other UN languages highly desirable.

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. **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.**