TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO:	**13/TA19/GCF**
PUBLICATION DATE:	**20 March 2013**
DEADLINE FOR APPLICATION	**07 April 2013**
TITLE AND GRADE:	**Climate Finance 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 47.5 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

The Finance Officer (Climate Finance) provides leadership in the secretariat work on climate finance and on the strategic and political aspects of the operationalization of the Fund. The key results expected are Board documents and effective processes on the Fund's business model framework, strategic and political aspects of the Fund operationalization, including resource mobilization, and climate finance and related relationships between the Fund and other entities. In particular, the incumbent

1. Provides technical expertise in the development and implementation of the Fund's business model framework and related aspect of operational policies to ensure high quality delivery of services. Activities include but are not limited to:

- Providing overall expertise and leadership for the development of the Fund's business model framework and, in working with other staff, on the constituting elements thereof;
- Leading the work of expert consultants on different aspects of the business model framework development to ensure a cohesive plan of action to implement the Board's foundational decisions;
- Providing technical expertise in the development and implementation of the Fund's allocation system and related formulation of a strategy and operational policies to enhance the effectiveness and ensure the integrity of the system;

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- Supporting the Board and Board committees and working groups in work related to the business model framework through the provision of strategic and policy advice, in consultation with the Senior Manager and the interim secretariat's Director; and
- Reaching out to other stakeholders to advocate for and assist with consultations on the business model framework to build global ownership in the Fund's operations.

2. Provides technical expertise in support of Board efforts to formulate strategic and operational policies, including on resource mobilization to enhance adequate funding and linkages between contributors and recipients. Activities include but are not limited to:

- Analysing existing best practices/ lessons learnt and drafting policy documents on resource mobilization processes, needs assessments and other preparatory activities;
- Leading the work of expert consultants on different aspects of the resource mobilization process;
- Supporting the Board or a committee or working group tasked by the Board with overseeing the resource mobilization process and other strategic elements of operational policies; and
- Identifying, strengthening and supporting external partnerships to enhance effective resource mobilization.

3. Provides technical expertise on the relationship of the Fund with the UNFCCC, including its thematic bodies, and other climate finance institutions and funds. Activities include but are not limited to:

- Leading the research and drafting of policy papers and Board documents on the relationship between the Fund and the UNFCCC and between the Fund and other climate finance institutions and funds;
- Providing overall leadership on the relationships with the thematic bodies under the UNFCCC;
- Supporting the Board and, as appropriate Board committees and working groups, in work related to the relationship with other entities; and
- Reaching out to other climate finance experts and the UNFCCC secretariat, and assisting with consultations with the UNFCCC and officials of other financial institutions to advocate for and provide policy guidance on the Fund's strategic partnerships.

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

Requirements

Education: Advanced university degree in business or public administration, international development, economics, environmental studies or other specialized degree related to the above responsibilities is required. A combination of relevant academic qualifications and relevant extensive professional experience may be accepted in lieu of the advanced degree.

Experience: A minimum of seven (7) years of progressively responsible professional experience in the field of development or climate change is required. At least two (2) years of the seven should include experience at the international level and in dealing with a range of stakeholders, international organizations, development agencies, scientific and technical bodies, and developing country counterparts.

Specific professional knowledge and job-related skills:

- Broad understanding of the practical, scientific, economic, social, and political dimensions of climate change policy plus good background knowledge of climate change issues, including mitigation and adaptation initiatives;
- 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;
- 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.

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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.