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## TEMPORARY APPOINTMENT

### INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

<b>ANNOUNCEMENT NO:</b>	<b>13/TA04/GCF</b>
<b>PUBLICATION DATE:</b>	<b>07 January 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>25 January 2013</b>
<b>TITLE AND GRADE:</b>	<b>Finance Officer (P-3)</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>Starting from: USD 4,674 net (without dependents) USD 5,007 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</b>
<b>DURATION OF APPOINTMENT:</b>	
<b>DUTY STATION:</b>	<b>Bonn, Germany</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 Finance Officer is part of the interim secretariat and is accountable for substantive support to the preparation and implementation of policies and procedures for budget formulation and execution, internal financial controls, internal and external audits, financial forecasting and reporting, risk management and financial management information systems that will be used by the independent secretariat. The incumbent of the post:

1. Conducts surveys of public and private sector financial management (budget, internal controls, audit, financial forecasting and reporting, risk management and financial management information system) best practices, analyses policies, regulations and rules and identifies those most compatible with the structure and organization of the Fund by

- a) Analysing the business model and structure of the Fund and identifying the key components and requirements of financial management policies in consultation with the interim secretariat staff and Board members as applicable;
- b) Identifying comparable public, and private if applicable, institutions including the MDBs and the United Nations that may serve as best practice organizations;
- c) Establishing collaborative contact and collecting financial management policies, regulations and rules; and

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- d) Organising, comparing and identifying policies, regulations and rules that would most support the independent secretariat's structure and organization as well as meet internationally accepted fiduciary compliance models.
2. Coordinates the development, vetting and promulgation of financial management policies that support the business model and structure of the Fund by
- a) Selecting the best practice financial management policies, regulations and rules upon which to base the Fund's own, in consultation with the Senior Administrative Officer and the Legal Counsel of the Fund;
  - b) Coordinating the drafting of, or personally drafting, the Fund's financial management policies based on best practice and with a view to establishing regulations and rules that ensure accountability for and good stewardship of the Fund's financial resources;
  - c) Vetting drafts of financial management policies with the Legal Counsel; and
  - d) Presenting to decision-makers and advocating for promulgation of financial management policies, including drafting official documentation required for the Board's approval.
3. Establishes regulations, rules and procedures required to implement promulgated financial management policies by:
- a) Elaborating financial management policies into regulations and rules that are based on best practice, support financial accountability and compliance and support the business model and structure of the Fund;
  - b) Ensuring draft regulations and rules provide for accountability of the Fund's financial resources as well as facilitate their implementation and administration;
  - c) Vetting the draft financial management regulations and rules with the Legal Counsel; and
  - d) Finalize financial management regulations and rules for promulgation, including drafting official documentation required for the interim secretariat Director's approval.
4. Performs any other job related activity required to achieve the goals and objectives of the interim secretariat.

### **Requirements**

**Education::** First university degree in finance, business or public administration is required.

**Experience:** A minimum of five (5) years of progressively responsible professional experience in financial management in an international organization is required. At least two (2) years of the five should include experience in the development of financial systems and account structures as well as administering financial management policy and regulations.

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

- Knowledge of results based management best practices.
- Knowledge of a broad range of financial management specialized fields of work (budget, internal controls, audit, financial forecasting and reporting, risk management and financial management information system).
- Policy development and implementation
- 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 financial management systems and operations.
- 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.

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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. 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-3 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.**