

United NationsClimate Change Secretariat

Nations Unies

Secrétariat de Changements Climatiques

TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO: 13/TA07/GCF
PUBLICATION DATE: 09 January 2013
DEADLINE FOR APPLICATION 25 January 2013

TITLE AND GRADE: 25 January 2013

Operations Officer (Financial Instruments, 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

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 Operations Officer (Financial Instruments) leads the development of the Fund's financial instruments and their terms as well as the Fund's results-based financing approaches. The incumbent of the post:

- 1. Provides technical expertise in the development of the Fund's financial instruments, including grants, concessional lending and guarantees by:
 - a) In collaboration with the Director of the interim secretariat, Senior Manager and Fund officers, providing leadership in the development and elaboration of effective financial instruments, including grants, concessional lending and guarantees;
 - b) Identifying and analyzing best practice instruments in comparable funds and international institutions and proposing those instruments best suited to the Fund as well as to the recipients to facilitate effective lending;
 - c) In collaboration with the Legal Officer, ensuring the soundness and adequacy of proposed instruments; and
 - d) Leading the testing, finalization and presentation of the Fund's financial instruments to the Board.

- 2. Provides technical expertise in the development of results-based financing approaches for funding activities of the Fund, the Fund's risk management policy and operational procedures for its implementation and the Fund's fiduciary principles and standards for funding activities through its implementing agencies by:
 - a. Ensuring in collaboration with the Monitoring and Evaluation Officer the efficacy and cost effectiveness of the corporate results-based financing system in timely funding of priority programs and projects in the areas of climate change;
 - Providing technical expertise in formulating the Fund's risk management policy and related operational strategies and systems to ensure fiscal accountability for all Fund financing instruments and mechanisms;
 - c. Providing information and analysis pertaining to the viability of all proposed systems and mechanisms that assure donors of the Fund's fiscal accountability built into its fundamental operational design;
 - d. Working with the financial services providers to ensure effective, transparent and accountable financing approaches; and
 - e. Establishing guidelines and methodologies as appropriate to implement fiduciary principles and standards, in collaboration with Fund management, the Legal Officer, the Monitoring and Evaluation Officer and financing and trust fund partners.
- 3. Provides technical expertise in the development and implementation of the Fund's investment management framework, financial policies, guidelines, benchmarks and procedures by:
 - a) Leading the formulation and implementation of a corporate investment management framework, financial policies, guidelines, benchmarks and procedures;
 - b) Conceptualizing the framework and its various components including ensuring reporting capabilities and linkage to the results framework; directing its development and implementation;
 - c) Establishing methodologies and guidelines in collaboration with Fund management, technical officers and partners; and
 - d) Catalyzing the development of management, programme and project level benchmarks and indicators.
- 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 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 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:

- 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 of resource mobilization and resource allocation best practices.
- Knowledge management (best practices/lessons learned) tools and practices
- 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.
- 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.

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.