



Job Description

Position Information	
Job title	IEU – Communication and Uptake Associate
Division/Office	Independent Evaluation Unit (IEU)
Job level	IS-1
Vacancy No.	
The IEU	
<p>The Green Climate Fund (GCF) is a multilateral fund created to make significant and ambitious contributions to the global efforts to combat climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF aims to promote a 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 climate change, while accounting for their needs and supporting particularly those that are vulnerable to the adverse effects of climate change. The GCF is governed by a Board, composed of an equal number of members from developed and developing countries. It is operated by an independent Secretariat headed by an Executive Director.</p> <p>The Independent Evaluation Office (IEU) of the GCF, is mandated by the GCF Board under paragraph 60 of its governing instrument inform its decision making. Specifically, the governing instrument states “... the Board will establish an operationally independent evaluation unit as part of the core structure of the Fund. The head of the unit will be selected by, and will report to, the Board. The frequency and types of evaluation to be conducted will be specified by the unit in agreement with the Board.”</p> <p>The IEU has several objectives:</p> <ul style="list-style-type: none">(a) Informing decision-making by the Board and identifying and disseminating lessons learned, contributing to guiding the GCF and stakeholders as a learning institution, providing strategic guidance;(b) Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities;(c) Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement for purposes of periodic reviews of the Financial Mechanism.	
Summary of the Role	
<p>The GCF IEU is seeking to recruit a Junior Communication and Uptake Associate. The Associate will be responsible for supporting IEU’s communications and uptake strategy, in particular by supporting awareness, capacity building and communication needs of the Unit. The Associate will need to be proficient in two key things: on the language and communications side he/she will be proficient in writing and speaking and communicating with internal and external stakeholders as well as across different platforms. He/she will be a leader in state-of-the-art social media tools, communications techniques and strategic outreach. He/she should have superlative copy-editing skills to develop and disseminate key messages internally and externally of the Green Climate Fund. He/she will provide support to ensure that IEU’s communication strategy is state-of-the-art and multi-platform and speaks with a diversity of audiences while advocating for the need and use of high-quality credible evidence. On the advocacy and uptake side, he/she will be excellent in doing background relevant research that strengthens IEU’s internal and external strategic engagement. He/she will be adept in</p>	



behavioral change strategies and communication campaign building and also undertake related research to strengthen IEU's position in advocating for and ensuring the uptake of high-quality evidence for policy. He/she will recognize that use of evaluations is not just a function of high quality and timing but also knowing and engaging closely with a diverse set of stakeholders and building a coalition of support. Therefore, the Associate will support the team's task to ensure IEU is using state-of-the-art methods to assure uptake and use of evaluative evidence using behavioral insights, transformational change and targeted communication techniques in this respect. He/she will also be aware of key events around the world and internally and inform and facilitate IEU's strategic engagement with them. The Associate will support the dissemination of outcomes of evaluations, evaluation synthesis and co-produced learning and uptake products in partnership with other evaluation organizations. The position requires a wide set of skills – communication and dissemination of learning products and a good understanding of monitoring and evaluation work as well as climate change stakeholders. The Associate should have a keen instinct to learn and train his/herself in skills that he/she may not have at the beginning. He/she should be someone who sees his/herself as an innovator and potential leader in this field and who is keenly aware of and can demonstrate mastery over these communication and uptake skills.

Reporting Relationship

Report directly to the Head of the Independent Evaluation Unit or his/her delegate.

Duties and Responsibilities

Under the overall guidance of the Head of the Independent Evaluation Unit and her delegate, she will be responsible for but not limited to:

- Supporting IEU's external relations function, internally and externally to the Green Climate Fund, and intended to communicate GCF IEU's objectives and activities.
- Examining, implementing and adapting strategies for communications using different platforms, ensuring consistent messaging across all projects, related to evaluations, learning products, evaluation syntheses, data, methods and others.
- Developing and executing communication and uptake plans that are informed by good evidence-based research to ensure that IEU is building a strong coalition that helps support the production and use of high-quality evaluations and advocating for it.
- Foster engagement with external stakeholders, including Designated Authorities, Accredited Entities, Civil Society Organizations, GCF Board and external partners, including evaluation organizations.
- Developing and executing uptake and outreach strategies that drive a state-of-the-art dissemination process of IEU's learning, knowledge and evaluation products and build a next-level forum for an engagement with prospective partners at global level.
- Producing the highest quality communication materials, employing superlative editorial skills (while also managing copy editors) to:
 - o Increase the access to information about IEU's evaluation work and state-of-the art tools, among others, evaluation policy, IEU led and managed evaluations, learning-oriented real-time impact assessment tools, and visioning and delivering effective learning products.
 - o Knowing and building IEU's strategies and strategically promoting IEU's engagement with GCF stakeholders.
 - o Engage, learn and share recent findings in respect to evaluation work, methodologies and practices on- and offline.
 - o Convey IEU assessment outcomes and lessons learnt and GCF's progress in implementing its objectives related to countries needs effectively to audiences



- internally and externally of GCF.
- Explain the impact of GCF's activities upon global efforts to combat climate change.
- Undertaking background research and work to ensure that IEU is at the forefront of practice in communication, uptake, advocacy and engagement.
- Copy-editing and managing effectively and efficiently for different communication channels both on- and offline, including website, social media, newsletter, briefs, IEU lunch talk presentations, publications, speeches and events in multiple languages.
- Be aware of monitoring and evaluation and plan to be part of IEUs evaluation work and teams. In this capacity also support the production of approach papers and background work.
- Driving the process of integrating emerging state-of-the-art communication channels, strategies and tools in order to foster excellence in communication, engagement and outreach of the IEU at any level
- Informing IEU's different international and internal engagements with an eye on leveraging maximum influence and visibility.
- Support development of productive relationships with IEU's stakeholders and leaders in the field of evaluation and climate change.
- Perform other related duties.
- Be willing to travel, as required.

Required Experience and Qualifications

Education (minimum requirement)

- Master's degree in communications, journalism, international relations, finance, economics, sustainable development, climate policy, environmental sciences, law or related fields.

Relevant work experience (minimum requirement)

- At least three years of relevant work experience in a professional capacity in the communications sector, within an international organization, public relations agency, governmental, private sector or non-profit sector.
- Proven track record in international relations, journalism and corporate communication (min. two years of relevant work experience)
- Track record in implementing uptake strategies at multiple levels.
- Proven track record in sectoral communication knowledge within one or more of the following specialisms: speech-writing, media relations, corporate communication, political campaign, publications (including multi-media publications) is preferred.
- Good understanding of multilateral processes, good political judgment and international experience in environment, climate change or development work.

Skills

- Excellent written and oral communication skills in English at mother tongue level (which may be tested during the interview process).
- Suitability to undertake the responsibilities mentioned above at the required level, with the following:
 - Proven application of expertise; knowledge within the area of communications.
 - A team player with a proactive and can-do attitude.
 - Proactive attitude towards learning about new ways of communicating
- Ability and drive to stay "ahead of the curve" in communication, engagement and outreach.
- Ability to establish and maintain relationships with key partners – including but not limited to the ability to represent the organization and interface effectively with stakeholders.



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- Ability to be aware of strategic events and advising on strategic engagements with these, as related to climate change and evaluation;
- Be willing to work hard and be driven and demonstrably innovative;
- Excellent organizational skills, ability to multi-task and pay close attention to detail.
- Ability to work independently and under pressure in a highly intense environment; take initiative in judging priorities and organizing work accordingly.
- Recognize that the IEU is a 'start up' and in many cases take on work with good humor and a good attitude. Be able to make lemonade out of lemons and be solutions driven.
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential.
- Experience of establishing strong working relationships with colleagues from different functions and cultures.
- Proven ability to work innovatively within a team environment.
- Mature judgment and absolute commitment to confidentiality.
- Familiarity with climate change topics and international politics is desirable.
- Excellent communication skills and high emotional quotient.
- Strong competence and professional autonomy in the use of standard software programmes: Excel, Word, PowerPoint, Outlook, and Access.
- Proven ability to multi-task and deal with high stress situations.

Language requirements

- Excellent written and oral communication skills in English are essential for this position. Knowledge of another UN language is a plus.
- Proficient in French is considered an advantage.

Competencies

- Communication
- Teamwork
- Planning & organizing
- Accountability
- Client orientation

How to Apply

Interested candidates are requested to send their CV and a letter of interest, along with two relevant products (blogs, written papers, posters etc. that they have produced) in a single PDF file to: recruitment@gcfund.org

File name: "[last name], [first name]" (e.g. Peterson, Anna)

Subject line: "Communication and Uptake Associate"

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Applications from women and nationals of developing countries are strongly encouraged.

APPLY