



GREEN  
CLIMATE  
FUND

Independent  
Evaluation  
Unit



## Communications and Editing Associate

**Date:** September 6, 2019

**Location:** Korea (KOR), KR

**Company:** Green Climate Fund

**Grade:** IS - 2

**Deadline:** 26 September 2019, 11:59 PM KST

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. 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.”

The IEU has several objectives:

- 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; and
- 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.

### Position description

The GCF IEU is seeking to recruit a Communication and Editing Associate. The Associate will be responsible for supporting the IEU’s synthesis, communications and uptake strategy, in particular by supporting awareness, capacity building and communication needs of the Unit.

He/she will support the development and dissemination of key messages to be conveyed to all stakeholder audiences.

In close consultation with the head of the IEU and his/her delegate, the Communication and Editing Associate will be responsible for developing, editing and executing the IEU brand and image management and control.

S/he will report to the Head of Independent Evaluation Unit, and will work closely with IEU staff members and IEU consultants, as well as with website developers, software engineers and other staff of the secretariat of the GCF with the overall aim to make IEU's information effective, ensure uptake and to amplify IEU's mission. The Communication and Editing Associate will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea

### **Duties and responsibilities**

- Supporting IEU's external relations function, intended to communicate the IEU's mandate, objectives, evaluation activities and recommendations;
- Implementing strategies for communications, ensuring consistent messaging across all products and communication services, including printed and digital content;
- Executing communication plans that foster dissemination of IEU related outputs and engagement with external stakeholders, including Board members, advisors, National Designated Authorities, Accredited Entities, public and private partners, civil society organizations;
- Producing high quality communication materials and contents in order to:
  - Increase the accessibility of information about the IEU's evaluative, policy and learning work;
  - Promote the engagement with GCF and nonGCF stakeholders and partners;
  - Build the IEU media relations;
  - Convey the IEU recommendations and lessons learnt based on the IEU activities;
- Drafting, copy-editing and editing for different communication channels, including printed and digital contents, newsletters, publications, speeches and events;
- Ensuring editorial delivery is timely and consistent with the IEU's brand and its guidelines;
- Providing support to the IEU team and consultants on external communications with respect to drafting, copy-editing, editing and formatting work;
  - Work closely with IEU staffs to propose, develop and deliver dynamic communication products, e.g. publications, newsletter, working paper series, blogs, blogsites, podcasts, presentations, social media visuals, and banners;
  - Work closely with IEU staff, website developers, software engineers and secretariat of GCF in case of need to conceive, design, and launch new web features and projects inducing interactive components and microsites for IEU;
- Developing corresponding communication components such as web templates, style sheets, scripts, images that are fully compatible with IEU website;
- Conducting background relevant research that strengthens IEU's internal and external strategic engagement;
- Providing support to consultants, partners and contractors on external communications;
- Being enterprising and resourceful; and
- Undertaking any other communication related task as assigned.

## Required experience and qualifications\*

- Advanced university degree in communications, journalism, international relations, editing, publishing, branding, graphic design, business management or a related field; or a first-level university degree in the same field, combined with additional minimum of five years of qualifying work experience;
- At least four (4) years of professional experience in editorial work, professional writing/editing, print visual communication products, digital and print graphic design and media development;
- Previous experience working in a similar role in an international organization highly desired;
- Track record in translating technical and complex information into clear and understandable contents and documents that are visually appealing and easy to use and navigate, and ready for uptake;
- proficiency in writing, speaking and communicating with internal and external stakeholders as well as proficient in the use of communication content across different communication channels and products;
- Solid understanding of web design functionality, interaction, site architecture, user interfaces, and navigation across multiple platforms and devices;
- Exceptional computer skills and expert knowledge of industry-standard design software and tools, including proficiency in all Adobe Creative Suite, Sketch, MS Office and other similar programmes;
- Ability to deliver creative and detailed work under pressure and within tight deadlines while managing multiple work streams and timelines;
- Creative and conceptual thinker, self-directed and motivated by problem-solving and design challenges;
- Ability to work independently and efficiently with limited guidance in a deadline-driven environment;
- Strong communication, teamwork, collaboration and client relationship skills;
- Previous work experience in a website start-up and/or as an editor working to translate complex material highly desired;
- 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;
- Ability to read and communicate fluently in English; the ability to read and communicate in one or more languages; and
- Excellent written and oral communication skills in English are essential for this position. Knowledge of another UN language is a plus, proficiency in French is considered an advantage;

\*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.

Applications from women and nationals of developing countries are strongly encouraged.

Apply here: [GCF Careers](#)