



## **Job Description**

<b>Position Information</b>	
Job title	IEU Intern
Division/Office	Independent Evaluation Unit (IEU)
Job level	
Vacancy No.	
<b>Background</b>	
<p>The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.</p> <p>Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions which reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change.</p> <p>Since its establishment, the GCF has mobilized 10.3 billion USD, accredited 54 entities to channel its resources and approved 43 funding proposals. In addition, it has built up an extensive program to support developing countries identify their needs, in particular those who are most vulnerable to climate change impacts.</p> <p>The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff make unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.</p> <p>We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast moving, dynamic environment.</p>	
<b>Internship Assignment</b>	
<p>The Intern will provide operational, administrative and some research support to the Independent Evaluation Unit. S/he will have the opportunity to learn and expand her/his experiences by assisting in the Independent Evaluation Unit and also getting to know the GCF. Under the overall guidance of the designated primary and alternate supervisors within the IEU, the Intern is expected to contribute primarily to Corporate and Thematic evaluations:</p> <ol style="list-style-type: none"><li>Assist the evaluation advisor in establishing data systems with information in machine readable formats and for doing basic data analysis, including GIS data. He/she will also maintain data records, and prepare the manuals for the use of the document filing system;</li><li>Support the Unit to help with the logistics, and facilitate meetings, meeting locations and assist in setting up conversations as well as assist during conferences and workshops;</li><li>Assist the evaluation advisor in finding relevant literature, keep up to date on evaluation policy, standards and procedure papers and their compilation and socialization, as well as on climate change related papers and news as well as summarize these as required;</li><li>And other tasks as suggested by the Head of the IEU and the evaluation advisor.</li></ol>	
<b>Requirements and Qualifications</b>	
<ol style="list-style-type: none"><li>Enrolled in - or having recently completed - a Master's program in Statistics, International studies, Environmental science, Economics, Agriculture, Social sciences or related fields;</li></ol>	



**GREEN  
CLIMATE  
FUND**

- b. Have good knowledge of Excel and qualitative analysis. Experience with NVivo or other qualitative analysis and reporting or GIS software such as Deedose is a big plus;
- c. Knowledge and experience with evaluation and research is desirable;
- d. Good understanding and experience in operations of international organization is a plus;
- e. Should be self-motivated and able to deal with long hours of data entry and with analyses;
- f. Proficiency in standard programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- g. Excellent writing and presentation skills and capacity to timely record accurate minutes;
- h. Fluency in English is essential; knowledge of another United Nations language, in particular: French and Spanish, and/or Portuguese or Arabic is an advantage.

#### **Notes**

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**