



## Job Description Template

<b>Position Information</b>	
Job title	Team Assistant
Division/Office	Independent Evaluation Unit
Job level	AS-B
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> <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 is selected by, and reports to, the Board. The frequency and types of evaluation to be conducted are specified by the unit in agreement with the Board."</p> <p>The IEU has several objectives:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(b) Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities;</li> </ul>	



(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.

More information about the IEU can be found [here](#) and [here](#).

#### **Summary of the Role**

The Team Assistants will be responsible for providing administrative support to the Independent Evaluation Unit (IEU).

#### **Reporting relationship**

The Team Assistant will be reporting to the Head of the IEU.

#### **Duties and responsibilities**

- Support the head of the Unit, in her administrative duties;
- Supporting the Head of IEU's schedule, planning and preparation for the team and be responsible in ensuring that follow up is quick (within 48 hours) by the TA
- Ensuring that all team meetings are well planned, logistics are well prepared and minutes are well written and promptly delivered.
- Follow up on travel and procurement items
- Follow up on visitors and consultants and ensure that the standard IEU checklist is followed while also ensuring that the checklist is updated and mirrors prompt and reliable action.
- Maintain SharePoint as discussed with head of IEU and ensure that the drive is clean, appropriate items are archived and that it is a good source of updated communication.
- Help coordinate the internal and external flow of communications of the team, ensuring timely dissemination of information to all;
- Responding to routine requests for information from external stakeholders and also direct requests for information internally as required while keeping the head of unit or her delegate informed.
- Be excellent and prompt and responsible for lead preparation and logistical planning for various events (e.g. conferences, workshops, Board meetings, other formal and informal meetings);
- Maintain official records files, documents and information material;
- Be very good in English writing and reading. Format, proof-read, and edit texts for adherence to established standards, grammar, and style in official documents, reports, and invitation letters;
- Maintain the calendar/schedule for arranging meetings and appointments;
- Carry out any other administrative and support duties as requested.

#### **Required experience and qualifications**

- Bachelor's degree, with at least three years of relevant experience or equivalent combination of relevant education and experience;
- Formal training in secretarial, clerical, administrative, and/or operational services is required;



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- Experience in handling logistics for events, workshops, conferences and meetings is required;
- Ability to communicate clearly and professionally in English in oral and written form is required.
- Promptness and reliability is required. Previous examples of this especially in a high pressure environment and a fast environment are required.
- Ability to deal with large volumes of work under time pressure with a high level of accuracy and ability to deliver on time is required;
- Ability to exercise tact and discretion in dealing with different profile of stakeholders is required ;
- Previous experience with managing schedules, travel, procurement, HR and budget items is required.
- Previous experience with writing minutes and following up on critical action items is required.
- Ability to organize his/her work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction;
- Strong teamwork and interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- Good knowledge of office technology such as MS office package, and experience in working with databases is highly desirable;
- Good understanding and experience in operations of international organizations is highly desirable; and
- Fluency in English is essential; knowledge of local language and/or another United Nations language is an advantage.

***Competencies:***

- Accountability and responsibility
- Timeliness and dependability
- Planning & organizing
- Communications
- Team work
- Ability to work on travel, procurement, HR and scheduling issues is required.
- Client orientation

**APPLY**