Independent Evaluation Unit Intern

Job Description

Date: 7 October 2026
Location: Incheon, South Korea
Company: Green Climate Fund
Deadline: 21 October 2026
Remuneration: US$ 1,600/month

Introduction
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 those that are particularly 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 Unit (IEU) of the GCF informs the decision-making by the Board, conducts periodic independent evaluations of GCF performance, and provides evaluation reports to the Conference of Parties to the UNFCCC. It has dual learning and accountability functions within the GCF.

Description
The Evaluation Intern will support the IEU in the delivery of its objectives, including in the development and undertaking of evaluations. The intern will have an opportunity to work with the different workstreams and sub-teams of the Unit to acquire a well-rounded understanding of the Unit and its function. However, the primary workload of the intern will centre around the IEU's Uptake and Engagement function and team.

Duties and responsibilities
Under the overall guidance of the Head of the IEU and the designated primary supervisor(s) within the IEU, the Evaluation Intern (for the Uptake and Engagement team) will:

- Provide support to the learning, uptake, communications and engagements-related work of the IEU, as per the Unit's 2026 and rolling work plans.
- Assist the IEU's uptake- and internal, external relations functions to effectively communicate the IEU's objectives and evaluative lessons to GCF stakeholders, including providing support for the IEU's engagements and events.
- Provide support to the Uptake and Engagement team for content development, drafting, design and layout of evaluation products, and website maintenance.
- Provide support for the relevant team- and workstream meetings and dissemination and uptake events, such as IEU evaluation webinars, learning talks, and workshops.
- Support the analysis, research, and administration related to independent evaluations undertaken by the IEU. This will include support for the synthesis of qualitative reports and evaluative evidence.
- Support any additional analytical, operational, and administrative tasks, as assigned by the Head of the IEU or the designated primary supervisor.
- Perform other related duties as required.

Essential qualifications:

- Currently enrolled in a PhD/Masters programme or recently graduated.
- Excellent written and spoken English, and writing, branding, or multimedia skills.
- Excellent computer skills and proficiency in standard Microsoft Office software programmes and applications.
- Excellent interactive and interpersonal skills, and the ability to work in a multicultural environment with colleagues from different functions and diverse cultures.
- A can-do mindset and proven ability to work well within a team environment.
- Mature judgment and commitment to confidentiality.
- Excellent writing and communication skills and capacity to record accurate minutes.
- Good analytical skills and be able to analyze documents and projects quickly and accurately.

Desired qualifications:

- Experience in a multilateral setting and/or in communication, journalism, or marketing.
- Proficiency in expert knowledge of industry-standard design and editorial software and tools, including proficiency in all Adobe Creative Suite, MS Office, AI tool, Zotero, and other similar programmes.
- An ability to be self-guided.
- Familiarity with and experience of using qualitative methods and analysis, and solid understanding of synthesis and systematic reviews.
- Demonstrable experience in studying and/or applying dimensions of

climate/environmental evaluation, research, or policy.

- Knowledge of another United Nations language is an advantage.

The internship is a six-month program with the possibility of renewal. The closing date for application is Wednesday, 21 October KST. Applications submitted after the deadline may not be considered.

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

The duty station is South Korea. The GCF still aims to attract candidates from diverse backgrounds and nationalities.