

# Job Title: Operations and Administrative Analyst

**Grade:**AS-C

**Deadline:** 07 August 2024 (11:59 PM KST)

**Job Category:** Local

**Salary:** KRW 55,622,300 net

## Introduction

The Green Climate Fund is the world's largest dedicated multilateral climate fund and invests in impactful, innovative, catalytic programs and projects in developing countries across the globe. By the end of 2023, GCF had a portfolio of 243 projects in 129 countries, committing a total of USD 13.5 billion to date.

In 2023, an additional USD 12.8 billion was pledged, to support our new strategic and programming cycle from 2024-2027; our ambition is to grow to become at least a USD 50 billion fund by 2030. Rooted in the core objectives of impact and efficiency, access and a focus on the most vulnerable, and mobilizing a much higher scale of public and private sector financial flows for climate action we have an unparalleled scale of resources, which, together with our risk appetite and flexibility allows us to bring together different partners and stakeholders in innovative partnerships for profound impact.

GCF is seeking a top-tier individual with a demonstrable track record of harnessing experience, energy and networks to tackle complex global climate change challenges. You will be committed to making a positive, measurable difference through a mission-driven role, and thrive in a fast-paced, diverse environment.

You will be able to quickly scan and analyze complex, competing issues and lead significant sized teams to find solutions in evolving contexts, across multiple geographic locations.

You will be a nurturer of people: recognizing and growing the talent around you, exemplifying values of transparency, respect and innovation.

You will be committed to learning, knowledge-sharing, convening and communicating with partners to work together to ideate, develop and implement climate action initiatives that make a profound difference to people and planet.

You will join a team of talented, committed individuals representing almost 80 nationalities contributing skills and experience from academic, scientific, private, government and nonprofit backgrounds.

Together, we work with governments, communities and civil society, technical agencies, and the private sector across the world.

Interested in more information?

Learn about working for GCF: <https://www.greenclimate.fund/about/careers>

View current vacancies: <https://jobs.greenclimate.fund/>

## About the Green Climate Fund (GCF)

Set up in 2010 by the 194 countries who are Parties to the United Nations Framework Convention on Climate Change (UNFCCC), GCF takes its responsibility as the world's largest dedicated multilateral climate fund to heart. GCF funds transformative climate projects across the developing world, supporting countries in their responses and actions to tackle climate change while fostering sustainable development within their communities.

Our country-driven approach ensures that our actions are tailored to the unique circumstances and national aspirations of each nation we support. Besides channeling public and private sector investment through a broad range of financing instruments, GCF builds the capacity of developing countries to take climate action through an extensive Readiness Programme ensuring countries are increasingly well-equipped and financed to manage their climate futures.

Headquartered in the Republic of Korea, GCF operates with a diverse and talented workforce of over 300 people.

## **Position Objective**

Under the overall direction of the Head of the Independent Evaluation Unit, the Operations and Administrative Analyst will be responsible for the execution, liaison and coordination of logistical and administrative tasks in the IEU.

S/he will be reporting to the Head of the IEU and/or the Evaluation Specialist-Admin and legal. The appointee is expected to exercise initiative, discretion, and good judgement in the analysis and resolution of issues that require technical or specialized knowledge of the IEU, policy, and procedures.

The Operations and Administrative Analyst should have a keen instinct to learn and develop skills that they may not have at the onset of the role. She/he will be also responsible for communicating and conveying key messages internally and externally.

## **Purpose**

- Under the overall direction of the Head of the Independent Evaluation Unit, the Operations and Administrative Analyst will be responsible for the execution, liaison and coordination of logistical and administrative tasks in the IEU.
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## **Engagement**

- Engage with the IEU team, organizing team meetings, responding to information requests, drafting correspondence, tracking personnel leave, advising on policies, managing onboarding, supporting internal communication, and managing the IEU office space.
- Respond to external stakeholder's requests, drafting correspondence, ensuring visitor access, and representing the organization in Fund's TA meetings.

## **Delivery**

- Ensure that team meetings are well planned, and its logistics are well prepared.
- Take care of guests, visitors, speakers, bursaries, and external consultants' travel.
- Manage the IEU Address book, SharePoint, Email, and document archives, subscription of soft wares.
- Respond to routine requests for information from external stakeholders/divisions within 48 hours.
- Draft internal and external correspondence and invitation letters.
- Follow up and track IEU's personnel's leave requests and make sure that they are filed properly.
- Advise and help IEU personnel on Administrative matters and ensure compliance with the Fund's Administrative Instructions and Policies.
- Coordinate and take care of new hires' onboarding and ensure that their office space and IT equipment are arranged.
- Manage the IEU space, ensure that the office is tidy, and that visitors have access to the Fund's premises and that their workstations are arranged on time.
- Procure IEU's small amounts supplies/inventory/food and liaise with Finance for all purchase requests requiring the use of the Corporate card.
- Assist administration related to corporate procurement including individual consultants and monitor the progress.
- Ensure budget executions timely and conduct budget execution monitoring
- Prepare and plan logistical arrangements for IEU's Evaluations, events, conferences, workshops, team retreats, board meetings and other formal and informal meetings including the IEU Lunch talks and side events (hanging printed posters for event promotion, booking rooms, sending calendar invite, recordings, sound and light systems, etc).
- Represent the IEU in the Fund's TA meetings as the Unit's focal point.
- Carry out any other administrative and support duties as requested.
- Providing Executive assistance to the Head of the Unit when her Assistant is absent.
- Support the head of the IEU with any data and research assistance as well as support for presentations regularly and when required.
- Support the head of the IEU in ensuring good internal coordination and communication as well as good external visibility while also supporting some communication related tasks.

**Requirements (Education, experience, technical competencies required of the job)**

- Education and relevant work experience (minimum requirement)
- Bachelor's degree combined with 3 years (AS-C) of relevant working experience in a professional capacity, such as experience within an international organization, development agency, governmental, private sector or non-profit sector.
- Extensive experience working with Senior Management.
- Holding a Master's degree is a distinct advantage.

**Skills (i.e. technical skills)**

- Ability to articulate complex issues verbally and in writing in a concise manner.
- Experience in an international setting, and ability to work independently and take initiative in response to the IEU's needs.
- Ability to support the establishment and maintaining relationships with key partners – including but not limited to the ability to represent the unit and interface effectively with stakeholders.
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently in order to meet deadlines, ability to multitask and pay close attention to detail
- 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, public health 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, SharePoint, Outlook, OneDrive and Access.
- High degree of tact and discretion in dealing with internal and external clients, staff and managers at all levels, and in handling confidential and sensitive information.
- Strong initiative and record of performance with low supervisory requirements to function effectively as a member of a team within high pressure work environment.
- Capacity to work long hours as needed.

**Language requirements**

- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language would be an advantage.

The closing date for application is 07 August 2024. Applications submitted after the deadline may not be considered.

\*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. 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 to apply.