

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 22 July 2026

Remuneration: US\$ 1,600/month

Introduction:

The Green Climate Fund (GCF) is a multilateral fund established to make significant, ambitious contributions to 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 the Parties of the UNFCCC. It has dual learning and accountability functions within the GCF.

Description:

The Policy and Board Engagement (PBE) team of the IEU is seeking a Policy intern to support the unit in achieving its objectives. This is a unique opportunity to work at the intersection of independent evaluation, climate policy, and climate finance governance in multilateral organisations.

Duties and responsibilities:

Under the overall guidance of the Head of the IEU and the Policy and Evaluation Specialist, the Policy intern will contribute to the following:

- Conduct desk review and benchmarking analysis of evaluation and other related policies from comparable institutions to inform the review of the GCF Evaluation Policy.
- Support policy review and analysis to inform independent evaluations conducted by the IEU.
- Support the PBE team in all phases of GCF Board meetings, including preparation, during the meeting, and post-meeting follow-up.
- Support the development and maintenance of a knowledge management repository tracking Board decisions, evaluation recommendations, and management responses relevant to IEU's work.
- Support the preparation of policy briefs, analytical notes, and other institutional documents as required.
- Develop PowerPoint presentation materials for the PBE team's internal and external engagement.
- Provide administrative assistance to the PBE team, including scheduling, document management, and coordination support.
- Conduct additional analytical, operational, and administrative tasks as assigned.

Essential qualifications:

- Holds or is in the final stages of completing a master's or PhD in law, public policy, political science, international development studies, environmental studies, or a related field.
- Demonstrated familiarity with qualitative research methods, including literature reviews, document analysis, and thematic synthesis, with the ability to apply these skills in support of policy analysis and independent evaluation work within multilateral or international institutional settings.
- Strong analytical skills, with the ability to review and interpret policy, legal, and institutional documents accurately.
- Experience with data visualisation or presentation tools beyond standard PowerPoint (e.g. Canva, Prezi, or basic Power BI).
- Excellent written and spoken English.

- Strong writing and communication skills.
- Excellent interpersonal skills and the ability to work in a multicultural or multilateral environment.
- Demonstrated ability to work with initiative and intellectual curiosity in a fast-paced institutional environment.
- Mature judgment and commitment to confidentiality.

Desired:

- Familiarity with independent evaluation functions within international organisations or MDBs.
- Prior exposure to UNFCCC processes or climate finance architecture.
- Demonstrable experience in studying and/or applying dimensions of climate/environmental policy and/or evaluation.
- An ability to work independently and manage tasks with limited supervision.

The internship is a six-month program with the possibility of renewal. **The application closing date is 22 July 2026, 11:59 PM KST.** The duty station is Incheon, Republic of Korea. Applications submitted after the deadline will not be considered.

The GCF still aims to attract candidates from diverse backgrounds and nationalities. Applications from women and nationals of developing countries are strongly encouraged.