



**GREEN  
CLIMATE  
FUND**

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## Operations Assistant Consultant

Songdo, South Korea

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 particularly those that are 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 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 of the unit will be selected by, and will report to, the Board. The frequency and types of evaluation to be conducted will be specified by the unit in agreement with the Board.”

The IEU has several objectives:

- (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;
- (b) Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities;
- (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.<sup>1</sup>

The IEU has a mandate for both discharging an accountability function and supporting a learning function.<sup>2</sup> These are central to the GCF being a learning organization as laid out in its Governing Instrument and its initial strategic plan.<sup>3</sup> The responsibilities of the IEU are as follows:

- (d) Evaluation: The IEU will undertake independent overall, portfolio, country, thematic, programme evaluations that inform GCF strategic result areas.<sup>4</sup> In key cases, it will also support and undertake project evaluations. The IEU will use relevant and innovative methods and an independent peer-review mechanism that will provide guidance on independent evaluations. The vision, criteria and guidelines for these will be laid out in the Independent

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<sup>1</sup> The Conference of Parties to the UNFCCC provides the following guidance on the function of the IEU: “The reports of the GCF should include any reports of the independent evaluation unit, including for the purposes of the periodic reviews of the financial mechanism of the Convention” (UNFCCC decision 5/CP.19, annex, paragraph 20).

<sup>2</sup> Board document B.16/18

<sup>3</sup> Annex I to decision B.12/20.

<sup>4</sup> Annex I to decision GCF/B.05/03.

evaluation policy. The IEU is also mandated to independently peer review and attest the quality of GCF self-evaluation;<sup>5</sup>

- (e) **Advisory and capacity support:** The IEU is required to advise the Board by synthesizing findings and lessons learned from its evaluations. These findings and lessons learned are expected to also inform the Executive Director of the Secretariat and other GCF stakeholders.<sup>6</sup> The IEU will engage closely with the independent evaluation units of intermediaries and implementing entities of the GCF, including national designated authorities (NDAs) and accredited entities (AEs). It will provide support to catalyse learning and build and strengthen NDA and AE evaluation capacity. It will also provide guidelines and support evaluation-related research that helps produce rigorous evidence in GCF result areas;
- (f) **Learning:** The IEU will support the GCF in its learning function by ensuring that recommendations from independent evaluations are incorporated into the Secretariat's functioning and processes.<sup>7</sup> This includes recommending possible improvements to the GCF performance indicators and its initial results framework, after accounting for international experience and the results of evaluation;<sup>8</sup>
- (g) **Engagement:** The IEU will actively participate in relevant evaluation networks to ensure that it is at the frontier of evaluation practice. The IEU will involve its own staff and staff from NDAs and AEs in evaluations wherever feasible and appropriate.<sup>9</sup> In addition, the IEU will support knowledge hubs of low-emission and climate-resilient pathways.<sup>10</sup>

## **Role**

The Operations Assistant Consultant of the Independent Evaluation Unit is responsible for primarily providing administrative and operations support to the Independent Evaluation Unit, working closely with evaluation unit staff and supporting the team assistant of the Unit. The Operations Assistant Consultant should be diligent, well organized, should be good at multi-tasking. The Operations Assistant Consultant will be reporting to the head of IEU. The position is based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea for a **12 month** period with the possibility of an extension.

## **Duties and responsibilities**

Under the overall guidance of the Head of the IEU, s/he will be responsible for but not limited to:

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<sup>5</sup> Annex III to decision B.06/09

<sup>6</sup> Syntheses will include not just evidence from GCF funded programmes and policies but also from other agencies that are relevant to the GCF's result areas.

<sup>7</sup> Annex III to decision B.06/09

<sup>8</sup> See note 7 above.

<sup>9</sup> Annex I to decision GCF/B.05/03.



- Supporting the Head of the IEU in her appointments, scheduling, communication and administrative tasks;
- Support routine administrative and operational tasks of the head of the IEU (e.g. arranging duty travel, and external engagements etc.);
- Support the head of the IEU in procurement, logistics, staffing and planning with the team while arranging team meetings, fostering internal communication;
- Coordinate the internal and external communications of the team by timely responding to requests for information;
- Maintain official records, documents and information material of the team on sharepoint, and develop systems if necessary;
- Lead logistics planning for various events (e.g. Board meetings, conferences, workshops, formal and informal meetings of the team);
- Provide administrative support to the head of the IEU and team for processing evaluation activities;
- Format, proof-read, and edit text in office related documents for adherence to established standard, grammar and style in official documents, reports, and correspondence;
- Receive visitors and maintain the calendar/schedule for arranging meetings and appointments of the IEU;
- Ability to communicate IEU's mandate to outsiders and also lead the induction of new comers to IEU.
- Carry out any other administrative and support duties as requested by the Head of the IEU.
- Be up to date on the IEU's website, communication material and also be able to manage IEU lunch talks.
- Be open to learning new techniques and also be involved in supporting the Head of the IEU's other related tasks as they increase;
- Manage IEU's mailing lists.

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

- Minimum one (1) year with a master's level degree or two (2) years with Bachelor level degree of experience or equivalent combination of relevant education and experience;
- Experience in handling logistics for events, workshops, conferences and meetings;
- Formal training in knowledge management, administrative and/or operational service is an advantage;
- Ability to deal with large volumes of work under time pressure while keeping a good temperament and attitude;
- Being able to multi-task, be discreet and mindful of sensitivities while being respectful especially because he/she will work closely with the head of the IEU while having an excellent working knowledge of the mandate of the IEU and of the GCF and be up to date with the IEU's plans, work programme and also up to date with the GCF's progress in its mandate;
- Ability to organize his/her work, set priorities, meet critical deadlines, and follow up on assignment with minimum direction;
- Have previous experience as an assistant and be willing to take on additional training for the job as required.
- Good knowledge of office technology such as MS office package and conference call modalities;
- Team-oriented attitude and strong interpersonal skills;
- Knowledge and expertise in social media technologies and use is needed;
- Excellent writing and communication skills and be able to write respectful, brief and communicative emails in English;
- Have the maturity to distinguish tasks between urgent/important/urgent but not important/neither and have a good and regular communication with the Head of the IEU to ensure that things move seamlessly in the office while ensuring that sensitive matters are dealt with in a secure and sensitive manner.
- Ensure that he/she represents the head of the IEU in the best way possible at all times and set up

communications to ensure that this is possible.

- Good understanding and experience in operations of GCF is highly desirable;
- Fluency in English is essential; knowledge of another United Nations language or local language is an advantage.

Candidates of all nationalities are welcome to apply. However, the compensation and benefits package for this position will be determined on the basis of local recruitment.

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

Interested candidates are required to send an e-mail attaching their CV and a letter of interest in a single file to: [roster@gcfund.org](mailto:roster@gcfund.org)

File name: “[last name], [first name]” (e.g. Olsson, Anna)

Subject line: “IEU Operations Assistant Consultant”

Closing date for applications is **29 March 2019 (KST)**. Applications submitted after the closing date may not be considered.

*Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your email. Thank you.*