



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



IEU Communications and Uptake Intern

Date: August 24, 2020

Location: Korea (KOR), KR

Company: Green Climate Fund

Deadline: 13 September 2020 (11:59 PM KST)

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 to 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; and
- (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.

The Fund's interns will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea.

Internship Assignment

The GCF IEU is seeking to recruit a Communications and Uptake Intern. The Intern will provide operational and administrative support to the IEU's communications, synthesis and uptake strategy and work plan, in particular by supporting the awareness, capacity building, communication needs of the Unit.

The IEU is seeking an Intern to provide support for the communications and uptake related tasks, particularly with the production of the highest quality communication materials, such as videos, social media teasers, and podcasts.

S/he will have the opportunity to learn and expand her/his experiences by providing assistance for social media strategies, video and podcast editing and curation, outreach and engagement design and implementation, behavioural change strategies, and communication campaign building. He/she should have good copy-editing skills to develop and disseminate key messages to be conveyed to both internal and external partners and stakeholders. He/she will provide support to ensure that IEU's communication strategy is state-of-the-art, operates on multi-platforms, and speaks with diverse audiences while advocating for the need for and use of high-quality, credible evidence in the international climate finance arena.

The intern will support the dissemination of outcomes of evaluations, evaluation synthesis, and co-produced learning and uptake products in partnership with other organizations and partners of the IEU. The intern should be motivated to learn new skills that he/she may not have had at the beginning. He/she should be someone who sees himself/herself as an innovator and a potential young leader in this field.

Under the overall guidance of the designated primary and alternate supervisors within the Unit, the Intern is expected to:

- a. Assist and support the IEU's external relations function to effectively communicate IEU's objectives and activities to both internal and external stakeholders.
- b. Assist in implementing and adapting strategies for communications, while ensuring consistent messaging across all projects, related to evaluations, learning products, evaluation synthesis, and other services provided.
- c. Assist the development and execution of communication plans that foster engagement with external stakeholders, including the Nationally Designated Authorities, Accredited Entities, Civil Society Organizations, GCF Board and external partners, including evaluation organizations.
- d. Assist the development and execution of outreach strategies that drive a state-of-the-art dissemination process of IEU's learning, knowledge, and evaluation products and build a next-level forum for engagement with prospective partners at the global level.
- e. Assist the production of the highest quality communication materials, employing video-, audio- and copy-editing skills in order to:
 - Increase the accessibility of information about the IEU's evaluations work and state-of-the-art tools.
 - Promote the IEU's engagement with GCF stakeholders.
 - Engage, learn, and share recent findings with respect to the IEU's evaluations, evaluation methodologies, and practices on- and offline.
 - Convey the impact of GCF's activities on the global climate action front.
- f. Support the editing of various communications products at the highest level for different communication channels on- and offline, including website, social media, podcasts, video content, newsletter, briefs, IEU lunch talk presentations, publications, speeches and events in multiple languages.
- g. Support the Unit to help with logistics, and facilitate meetings, meeting locations and assist in setting up conversations as well as assist during conferences and workshops with IEU involvement.
- h. Perform any other duties assigned to him/her during the internship.

He/she will also recognize that the use of evaluations is not just a function of high- quality evidence and timing but also of knowing and engaging closely with a diverse set of stakeholders and building a coalition of support. Therefore, the Intern will help ensure that the IEU is using state-of-the-art methods for wider uptake and use of the evaluative evidence. The Intern will support the dissemination of outcomes of evaluations, evaluation synthesis, and co-produced learning and uptake products in partnership with other evaluation organizations where possible.

Given that the IEU is a young office, the intern will be expected to perform various tasks simultaneously. These tasks can include ensuring the uptake of IEU publications through participation in knowledge sharing events, academic and practitioner's conferences, and building networks with key IEU partners around the world.

S/he will report to the Head of Independent Evaluation Unit and the Principal Evaluation Officer of the Communications and Uptake workstream. S/he will also work closely with IEU staff members and IEU consultants with the overall aim to make IEU's communication effective, ensure the uptake of IEU's evaluations and amplify IEU's mission. The Intern will be based at the Fund's headquarters in Songdo, Incheon City, Republic of Korea.

Required experience and qualifications*

- At a minimum, enrolled in Master's degree program in communications, publications, economics, business administration, politics and international relations, environmental science, social science, or a related field; or with an additional minimum of one year of qualifying work experience.
- Previous experience working in a similar role in an international organization highly desired.
- Exceptional computer skills and expert knowledge of industry-standard design software and tools, including proficiency in all Adobe Creative Suite, Sketch, MS Office, and other similar programmes.
- Professional audio- and video-editing and production skills.
- Ability to copy edit and format publications.
- Ability to deliver creative and detailed work under pressure and within tight deadlines while managing multiple work streams and timelines.
- Creative and conceptual thinker, self-directed and motivated by problem-solving and design challenges.
- Ability to work independently and efficiently with limited guidance in a deadline-driven environment.
- Previous work experience in a website start-up and/or as an editor working to translate complex material highly desired; and
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential, in particular when working with colleagues from different functions and cultures.
- Proven ability to work innovatively within a team environment; mature judgment and absolute commitment to confidentiality.
- Excellent written and oral communication skills in English are essential for this position. Knowledge of another UN language is a plus, proficiency in French and Spanish is considered an advantage.

*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.

Please use this link to apply:

<https://jobs.greenclimate.fund/job/Korea-%28KOR%29-IEU-Communications-and-Uptake-Intern/616258701/>