



**GREEN  
CLIMATE  
FUND**

Independent  
Evaluation  
Unit



TRUSTED EVIDENCE.  
INFORMED POLICIES.  
HIGH IMPACT.

## Knowledge Management and Uptake Specialist

**Date:** Feb 7, 2024

**Location:** Incheon, South Korea (ICN), KR

**Company:** Green Climate Fund

**Grade:** IS-3

**Deadline:** 21 February 2024 (11:59 PM KST)

**Job Category:** International

**Salary:** USD 108,700 net (plus attractive benefits, that include the following allowances (as applicable): Relocation, dependency, housing, education assistance and home country travel.

### Introduction

The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their people.

Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions that reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change.

Since its establishment, the GCF has approved 243 projects in 129 countries and has committed USD 13.5 billion in climate finance. In addition, it has built up an extensive program to support developing countries to identify their needs, in particular, those who are most vulnerable to climate change impacts.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff makes unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.

### Position Objective

The Updated Terms of Reference of the IEU, provided in annex I of B.BM-2021/15, provide that IEU lessons learnt from evaluations will be disseminated with GCF stakeholders and other relevant actors. Furthermore, its reports be provided to the COP for its periodic reviews of the financial mechanism of the UN Framework Convention on Climate Change (paragraph 23). Further, paragraph 24 of the Updated ToR of the IEU says the following: Evaluation results should feed back into the development, update and design of strategies, policies and operations, thus contributing to enhancing the quality of overall performance of the GCF. To facilitate this process, the IEU will periodically prepare brief notes synthesizing lessons learned from evaluations.

In this context, the Knowledge Management and Uptake Specialist will ensure that IEU evaluation reports and other knowledge products and their supporting briefs and syntheses are provided to the GCF Board, the GCF Secretariat and also to the UNFCCC COP, while adhering to the respective reporting requirements and keeping with the specified timelines. In addition to the evaluation reports, the Specialist will lead the effort in preparing and



submitting the IEU activities and annual reports ahead of the GCF Board meetings and also in drafting the IEU chapter of the GCF's annual report to the UNFCCC COP.

The Specialist will also ensure that the knowledge management and sharing function of the Unit is executed. Knowledge and lessons learned are internally archived at the IEU and that the IEU members are aware of and have access to this wealth of information created by the Unit. The IEU has established a repository and synthesis of evaluation evidence and recommendations. The IEU disseminates its evaluation evidence not only within the GCF ecosystem but also within the wider evaluation, climate and environment landscape. S/he will support the internal capacity-building effort of the IEU and the knowledge sharing function externally in this regard. The Specialist may also supervise, train and mentor junior staff, consultants and interns of the IEU.

The Specialist will also play a role in synthesizing the findings and lessons learned from IEU evaluations, producing summaries and briefs, and develop channels to inform the Board and the Secretariat, NDAs, implementing entities, observer organizations, as well as stakeholders. The Specialist will ensure that the synthesized information and knowledge get disseminated and shared effectively with the various stakeholders at conferences and events, such as webinars and Board meeting side events, and prestigious global conferences on evaluation and climate finance. S/he will work with the IEU partners, academia and actors in the climate, environment and evaluation space. The Specialist will also represent the IEU in internal and external events and conferences and present the relevant IEU evaluation findings and lessons learned.

### **Purpose**

- Lead the knowledge management and dissemination work of the IEU by collaborating with the workstreams and evaluation teams to effectively capture the knowledge and lessons learned from various evaluations in the key IEU deliverables for the GCF Board and for the UNFCCC Conference of the Parties.
- Ensure that the knowledge captured from evaluations and other learning activities are disseminated effectively to the various IEU stakeholders through appropriate outreach activities and publications.
- Synthesize lessons learned from evaluations, as per the Updated ToR of the IEU.

### **Engagement**

- Collaborate with team members and internal and external partners in conducting knowledge management and dissemination activities and further refining the knowledge management plan of the Unit.
- When engaging with the partner organizations, identify meaningful opportunities for learning and collaboration and implement them in consultation with the Head of the IEU.
- Mentor, train, and coach other team members especially in the context of knowledge management, dissemination and uptake of the knowledge and lessons learned.

### **Delivery**

- Represent the IEU in global conferences and outreach events (internal, external) and present the IEU evaluation findings and lessons learned.
- Produce short summaries and briefs to effectively showcase the key findings and lessons learned from IEU evaluations.



- Archive the knowledge and information created by the Unit in close collaboration with the IEU admin team.
- Advise the IEU head and other workstreams on the new initiatives the Unit can take on improving its knowledge management, dissemination and uptake efforts and the progress made on this work.

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

- Minimum of 7 years of professional experience in climate change and/or development and in synthesis, uptake, knowledge management, communication and outreach; experience with the UNFCCC COP and other international organizations and climate funds is highly preferred.
- Demonstrated experience with international institutions (e.g., UN System) and deep understanding of the mandate of the IEU and the GCF as well as of climate change rhetoric and politics;
- Ability to work with high level IEU/GCF stakeholders and global evaluation networks, and display balanced judgment when engaging with the partner organizations;
- Ability to lead teams, and plan/organize work of others and nurture a harmonious, respectful and empowering team environment;
- Impeccable interpersonal and leadership skills, exceptional analytical skills, and cultural sensitivity;
- Excellent written and oral communication skills in English required.

The closing date for application is 21 February 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.

**Apply with this link:** <https://jobs.greenclimate.fund/job/Incheon%2C-South-Korea-%28ICN%29-Knowledge-Management-and-Uptake-Specialist/1033417101/>