Research Assistant Consultant

Date: Mar 18, 2021

Location: Korea (KOR), KR

Company: Green Climate Fund

Introduction

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 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 Office (IEU) of the GCF informs decision making by the Board, conducts periodic independent evaluations of GCF performance, and provides evaluation reports to the Conference of Parties of the UNFCCC. It has dual learning and accountability functions within the GCF.

Role

The Research Assistant Consultant of the Independent Evaluation Unit (IEU) will support the Independent Evaluation Unit's DataLab in the research and delivery of data analysis support to IEU's evaluations and learning activities. This will include maintenance and update of IEU data pool, qualitative, quantitative and geospatial analysis to explore trends and patterns in data, as well as validation and cross-checking the findings with other sources of evidence. This is an HQ based (Songdo) assignment for a duration of six months.

Duties and responsibilities

Under the overall guidance of the Head of the IEU and the designated primary supervisors within the IEU, the Research Assistant Consultant will:
• Support the Independent IEU exploring internal and external data sources and delivering data-driven insights into IEU's evaluations
• Support successful reaching milestones of IEU's evaluations on time and scope
• Develop and maintains IEU data pool through extraction and update of quantitative and qualitative information from a variety of sources, both internal and external to the GCF

• Provide organizational and substantive support for GCF Board meetings and other events and meetings related to the functioning of the IEU, for example assisting in the preparation of relevant documentation, taking meeting minutes, preparing summaries of discussions, meeting reports, drafting agreements and other legal documentation;
• Support any additional analytical and operational tasks as assigned by the Head of the IEU, or designated primary supervisor, and perform tasks routinely undertaken by members of the Unit, including for instance: participation and documentation of meetings, representation of IEU externally, provision of feedback and participation in team activities;
• Perform other related duties including travel, as required.

Qualifications

Essential
a)   Minimum one (1) year of work experience with Master's level degree or four (4) years with a Bachelor's level degree or equivalent combination of relevant education and experience;
b)   Proven track record in data management and analysis in relevant development and environmental projects, including field experience and experience with large-scale datasets;
c)   Experience of conducting quantitative and qualitative research methods;
d)   Experience in international organizations, development agencies, government, private sector or non-profit sector;
e)   Experience in establishing strong working relationships with colleagues from different functions and cultures. Proven ability to work innovatively within a team environment;
f)   Mature judgment and absolute commitment to confidentiality;
g)   Should have good analytical skills and be able to analyze documents and projects and think about innovative methods and designs for climate-related projects and ; applications of behavioral science within them
h)   Proficiency in standard Microsoft Office suite; and
i)   Fluency in English is essential

Desired:
a)   Experience in a multilateral setting
b)   Familiarity with the GCF and the IEU
c)   Good knowledge of IEU's work plans and evaluations
d)   Knowledge of another United Nations language is an advantage
e)   Hands-on experience with GCF's geospatial data is a distinct advantage
f)   Familiarity with machine learning methods will be an asset

- **The closing date for application is 02 April 2021. Applications submitted after the deadline may not be considered.**
- **Candidates of all nationalities are welcome to apply. However, the compensation and benefits package for this consultancy opportunity will be determined on the basis of a local recruitment. The consultancy position is for 6 months.**
- **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-Research-Assistant-Consultant/659492701/