



**GREEN
CLIMATE
FUND**

**Independent
Evaluation
Unit**



**TRUSTED EVIDENCE.
INFORMED POLICIES.
HIGH IMPACT.**

Evaluation Assistant

Date: Jan 8, 2024

Location: Incheon, South Korea (ICN), KR

Company: Green Climate Fund

Date: 08 January 2024

Grade: AS-C

Deadline: 22 January 2024 (11:59 PM KST)

Job Category: Local

Salary: KRW 53,227,000 net

Please note that this is an Administrative Staff (AS) position and as such will generally be filled by nationals and/or residents of the duty station country. However, if the Fund's staffing requirements so warrant, the Fund may recruit AS from outside the duty station.

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 216 projects in 129 countries and has committed USD 12.0 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 GCF IEU is seeking to recruit an Evaluation Assistant. S/he will be primarily responsible for supporting the Independent Evaluation Unit (IEU) in the development and delivery of learning, uptake and knowledge management. The position will be nested under the Learning, Uptake, Knowledge, and Synthesis workstream. As part of a strong team, the position will be responsible for supporting the IEU's dissemination work, in particular by supporting the development and dissemination of key messages to be conveyed to partners and stakeholders internal and external to the GCF.

The incumbent will support the synthesis work of the IEU, in particular by providing syntheses of evaluative evidence and lessons learned from the IEU evaluations and evidence reviews. The incumbent will also undertake assessments



and qualitative analysis of the evidence and themes that emerge from IEU evaluation reports and other GCF evidence. In this context, this role will require a good grasp over qualitative and synthesis methods, which may include knowledge of relevant software including qualitative data analysis software (e.g. Dedoose, Nvivo) and AI-powered synthesis tools, grounded theory, case study research, political sciences, and data analysis. This position will also support related learning and knowledge dissemination and uptake activities, including the organization and facilitation of learning and uptake events, administrative support for communication and uptake related tasks, and ad hoc logistical support as needed.

The incumbent may also provide support to IEU's evaluation projects and other activities. Other responsibilities may be considered, taking into account the incumbent's technical capacities, workload and needs of the Unit and workstream.

Purpose

- Undertake syntheses of evaluations and other materials, using methods agreed upon with supervisors;
- Contribute to workstream efforts on knowledge management and production of knowledge products;
- Participate in design and delivery of IEU uptake efforts.

Engagement

- Work across the workstream directly and provide support, while supporting the informing of the Unit and GCF at large;
- Be an active and integral part of the workstream, the IEU and the GCF;
- Provide support to oversight and coordination of relevant documents internally up to the point of publication;
- Deliver background support to IEU's external consultant projects, including coordination of roster consultants, coordination of learning papers and syntheses;
- Support any additional analytical and operational tasks as assigned by the IEU;
- Perform other related duties and willing to travel, as required.

Delivery

- Draft excellently written reports of evaluations and other output products of the IEU;
- Provide organizational and substantive support for IEU events, meetings and other relevant events, for example assisting in the preparation of relevant documentation and promotional assets, taking meeting minutes, preparing summaries of discussions, meeting reports, drafting agreements and other documentation.

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

- Bachelor's Degree in a field related to qualitative/ quantitative analysis, policy studies, and/or communications would be a distinct advantage. A master's degree would be a distinct advantage.



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- At least three years of relevant work experience in a professional capacity, such as experience in the climate change, development and economic sector, within an international organization, development agency, governmental, private sector or non-profit sector;
- Experience with synthesis, evaluation, policy reports, or organizing or serving in formal meetings is a distinct advantage;
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently in order to meet deadlines, ability to multi-task and pay close attention to detail;
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential;
- Excellent communication skills and high emotional quotient;
- Strong competence and professional autonomy in the use of standard software programmes: Excel, Word, PowerPoint, Outlook, and Access; knowledge of other software, particularly related to qualitative data analysis, synthesis, and multimedia, may be an advantage;
- Proven ability to multi-task and deal with high stress situations;

The closing date for application is 22 January 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.

Apply with this link: <https://jobs.greenclimate.fund/job/Incheon%2C-South-Korea-%28ICN%29-Evaluation-Assistant/1022319501/>