



GREEN
CLIMATE
FUND

Independent
Evaluation
Unit



Evaluation Specialist

Date: Feb 9, 2023

Location: Incheon, South Korea (ICN), KR

Company: Green Climate Fund

Grade: IS-4

Deadline: 02 March 2023 (11:59 PM KST)

Job Category: International

Salary: USD 123,770 net (plus attractive benefits, that include the following allowances (as applicable): Relocation, dependency, 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 190 projects in 123 countries and has committed USD 10 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 Evaluation Specialist (Legal and Administrative) will report to the Head of the Independent Evaluation Unit (IEU) and provide legal support as well as administrative, operational and institutional support to the IEU while participating in IEU's independent evaluations as a key member. S/he will draft, review, negotiate and process legal/policy documents with evaluation stakeholders as well. S/he will also provide the technical support to develop and administer IEU's annual workplan and budget. He/she should also be able to engage positively and collegially with GCF staff as well as other stakeholders in the evaluation related field. This position will require traveling as a representative of the IEU.

Purpose

- To participate in IEU's evaluations which include those at the corporate level and project level and to provide the substantive/logistic inputs to the evaluations of climate change programs and policies;
- To lead rapid assessments of the performance of the business cycle and process of the GCF;
- To participate in evidence generation, evidence reviews and evidence synthesis work;
- To draft, review and negotiate legal arrangements with evaluation stakeholders, including GCF's divisions, accredited entities, NDAs, and others as required;
- To review GCF received proposals and legal documents as assigned by the Head of IEU while keeping the IEU vision and strategy in mind;
- To review and analyze GCF's fund wide policy and legal documents as assigned by the Head of IEU;
- To keep abreast of developments in the legal field, especially regarding areas related to evaluation including evaluability requirements, impact evaluation techniques, process evaluation requirements and strategic evaluations; and
- To perform other related duties assigned by the Head of IEU.

Engagement

- To coordinate and lead in providing legal advice and support (administrative, staffing related, operational and institutional) relating to operational matters and documents to the Independent Evaluation Unit;
- To liaise closely on behalf of the IEU with the HR, procurement, legal divisions of the GCF secretariat as well as with accredited entities and other GCF stakeholders externally to build and formalize relationships;
- To participate in and/or to lead the negotiation of institutional and fund-wide policy matters on behalf of IEU;
- To participate in undertaking IEU evaluations without necessarily being limited to the position's legal function as a member of IEU;
- To represent IEU in external engagements, including conferences and meetings in order to exchange information, best practices and lessons learnt;
- To advise other IEU team members on legal/admin/finance matters for effective operations of the unit; and
- To build productive relationships with IEU's stakeholders and leaders in the field of evaluation and climate change;

Delivery

- To support the Head of IEU in developing and executing IEU's annual workplan and budget;
- To provide advise to the Head of IEU on the operations matter;
- To provide legal support to evaluation stakeholders (AEs, NDAs, etc.) on matters relating to the evaluation task, as requested by the Head of IEU;
- To provide support in the preparation of IEU report to the Board;
- To develop frameworks and processes that synthesize lessons learned and best practice to continuously improve IEU's operations; and
- To develop and organize work outputs to support optimal delivery through adapting procedures.

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

- Master's degree in law, economics, social sciences, public policy and public administration or fields related to evaluation.
- 9 years of relevant experience or equivalent combination of relevant education and experience, of which at least five years has been at the international level (experience working with an international organization is an advantage).

Skills

- Knowledge and experience of evaluations in the international development and/or climate change field;
- Excellent ability and long experience to trouble shoot with operational, administrative and legal matters with tight deadlines and somewhat unclear policies and procedures.
- Knowledge of/ability to perform diverse and intricate work routines that are specific in objective such as work with legal agreements, procurement and staff hiring procedures in the context of the evaluation office;
- Knowledge of data collection, ensuring data quality and data analysis related to evaluations;
- Intermediate knowledge of personal computers and ability to use standard applications suite (MS Office);
- Excellent organizational skills, ability to multi-task and pay close attention to detail;
- Ability to work independently and under pressure; take initiative in judging priorities and organizing work accordingly;
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing;
- Willingness to cooperate with other staff in a team and contribute to a harmonious environment is essential;
- Proven ability to work innovatively within a team environment;
- Mature judgment and absolute commitment to confidentiality;
- Fluency in English; and Excellent communication skills and high emotional quotient.

Desired

- Experience of evaluations at the corporate level;
- Familiarity with and experience of using statistical software, such as using Nvivo or Dedoose;
- Knowledge of data collection, ensuring data quality and data analysis related to evaluations;
- Familiarity with the GCF business model; and
- Working knowledge of other UN languages would be strongly preferred (in particular French, Spanish and Arabic).

The closing date for application is 02 March 2023. 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.

Please use this link to apply:

<https://jobs.greenclimate.fund/job/Incheon%2C-South-Korea-%28ICN%29-Evaluation-Specialist/901533501/>