



GREEN  
CLIMATE  
FUND

Independent  
Evaluation  
Unit



## IEU Formatting Roster (On-call basis)

**Date:** Nov 10, 2021

**Location:** Remote

**Company:** Green Climate Fund

The Green Climate Fund ("GCF") is a multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, GCF will promote the 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 the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change. GCF is governed by a Board, composed of an equal representation of developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director.

The Fund seeks to recruit a Formatting Roster to carry out the tasks, duties, and responsibilities, deliver the set deliverables and provide support to the hiring unit as detailed below. The consultant will join the GCF team on a Remote based. The assignment is for an initial 12 months-month period.

### Role

The Formatting consultant will be responsible for designing, developing, and executing the IEU brand and image control. In particular, s/he will support the development and dissemination of key messages to be conveyed to all stakeholder audiences. S/he will ensure the IEU's brand identity system in coherence with the general brand identity system of the GCF while promoting IEU as an independent unit in the organization. S/he will develop communications and outreach products of the Unit, while working closely with the IEU's Communications staff, to align the IEU's brand identity system with the communication strategies, plans, activities, and products. Cooperation with evaluation team members and other IEU staff will be also required for this position, to ensure all evaluation and other operational documents released by the IEU will reflect the consistent and relevant appearance of the IEU branding. He/she will be proficient in writing, speaking, and communicating with internal and external stakeholders as well as proficient in the use of communication content across different communication channels and products. He/she will be a leader in state-of-the-art editing and formatting in Adobe InDesign, Microsoft

Word and Microsoft Publisher, and other relevant tools. He/she should have superlative formatting and editing skills to develop, translate and disseminate key messages to targeted audiences of the IEU.

## **Duties and Responsibilities**

The Consultant will be responsible for but not limited to:

Under the overall guidance of the Head of the IEU, s/he will be responsible for but not limited to:

- Work closely with the Communications team to develop the IEU's brand identity system.
- Refine and update the IEU's style guide and IEU's documents and materials templates, in cooperation with the IEU's Communications staff and the IEU's editorial experts.
- Define, develop and monitor the IEU's brand, its guidelines, and visual standards and provide guidance in the application of the brand.
- Work closely with IEU staff to propose, develop and deliver dynamic communication products, e.g. publications, newsletter, working paper series, blogs, blog sites, podcasts, presentations, social media visuals, and banners.
- Conceive, design, and deliver high-quality and creative digital and print products that correspond to the IEU brand and mission.
- Design original graphics and source other visuals to be used in the IEU's products
- Develop corresponding communication components such as web templates, style sheets, scripts, images that are fully compatible with the IEU website.
- Provide support for event preparation, including, but not limited to, photography and displays, for events for IEU and help in organizing meetings.
- Ensure editorial delivery is timely and consistent with the IEU's brand and its guidelines.
- Perform any other tasks supporting the IEU's brand, its guidelines (editorial and formatting related), templates, and digital platforms including the IEU website, and knowledge curation.

## **Required Experience and Qualifications**

- An advanced degree (Master's or equivalent) in communications, marketing, branding, graphic design, website development, business management or related fields. Or a first-level university degree in the same field, combined with additional 4 years of qualifying work experience;
- At least four years of professional experience in digital and print graphic design, branding for web and print visual communication products, professional writing/editing, or major website/media development. Previous experience working in a similar role in an international organization highly desired;
- Track record in translating technical and complex information into clear and understandable graphics and documents that are visually appealing and easy to use and navigate, and ready for uptake;

- Solid understanding of web design functionality, interaction, site architecture, user interfaces, and navigation across multiple platforms and devices;
- 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;
- Ability to deliver creative and detailed work under pressure and within tight deadlines while liaising and working with multiple workstreams;
- 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;
- Strong communication, teamwork, collaboration, and client relationship skills;
- Previous work experience in a website start-up and/or as an editor working to translate complex material into simple terms and concepts highly desired; and
- Ability to read, write, and communicate fluently in English; the ability to read and communicate in one or more other major languages (French, Spanish, Russian, Chinese, Arabic) is desirable.

Applications from women and nationals of developing countries are strongly encouraged.

Please use this link to apply:

<https://jobs.greenclimate.fund/job/Remote-%28Remote%29-IEU-Formatting-Roster-%28On-call-basis%29/739868901/>