



GREEN  
CLIMATE  
FUND

Independent  
Evaluation  
Unit



## Synthesis, Communications and Uptake Assistant Consultant

**Date:** Dec 13, 2021

**Location:** Korea (KOR), KR

**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 Independent Evaluation Office (IEU) of the GCF, is mandated by the GCF Board under paragraph 60 of its governing instrument to inform its decision making. Specifically, the governing instrument states "... the Board will establish an operationally independent evaluation unit as part of the core structure of the Fund. The head of the unit will be selected by, and will report to, the Board.

The Fund seeks to recruit a Communications and Uptake Assistant Consultant 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 GCF team on HQ based. The assignment is for an initial 230 days over a 12 months-month period.

### Role

The Communications and uptake assistant consultant will support the IEU with developing and executing communications strategies tailored to each evaluation the Unit is mandated to conduct. In particular, s/he will perform a wide range of hands-on communications and uptake related tasks, including daily website management and improvement, production of print and multimedia contents (videos, podcasts and teasers), social media campaigns (Twitter, LinkedIn and YouTube), and design and development of IEU reports and knowledge products in line with the IEU's brand identity system and communications strategies. S/he will serve as a Communications and Uptake Focal Point (CUFP) for specific evaluations and/or thematic workstreams of the IEU; for this, cooperation with evaluation

team members and other IEU staff will be crucial. He/she will be proficient in writing, speaking, and communicating with internal and external stakeholders as well as proficient in the development and use of communication content across different communication channels and products. S/he should have good formatting and editing skills to develop, translate and disseminate key messages to targeted audiences of the IEU. S/he should be proficient in Adobe InDesign, Microsoft Word and Microsoft Publisher, Adobe Audition and other relevant tools.

### **Duties and Responsibilities**

The Consultant will be responsible for but not limited to:

- Under the overall guidance of the Head of the IEU and the Communications Officer, s/he will be responsible for but not limited to the following:
- Serve as a Communications and Uptake Focal Point (CUFP) for specific IEU evaluations and/or thematic workstreams and attend the relevant evaluation meetings to support the evaluation teams with the development and execution of a communications strategy throughout the evaluation cycle.
- Support the management of the IEU website, monitor data analytics about the website user experience and downloads, and help the Unit improve the website and user experience.
- Support the production of the highest quality communications materials and contents, employing video-, audio- and copy-editing skills, in order to:
  - Increase the accessibility of information about the IEU's evaluations work and state-of-the-art tools.
  - Promote the IEU's engagement with GCF stakeholders.
  - Engage, learn, and share recent findings with respect to the IEU evaluations, evaluation methodologies and practices on- and offline.
  - Convey the impact of GCF's activities on the global climate action front.
- Work closely with the Communications team to develop and execute the IEU's brand identity system.
- 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, posters and banners.
- Support the IEU with social media campaigns and develop effective contents, such as teasers and speaker quote cards ahead of events, for posting on social media.
- Provide support for event preparation, including, but not limited to, photography and displays, for events for IEU and help in organizing meetings.
- Perform any other tasks supporting the IEU's communications and uptake related needs and priorities.

### **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 3 years of qualifying work experience

- At least one year of professional experience in communications, website management, branding, formatting, graphic design and content marketing, preferably with UN/international organizations
  - Expertise in creative design software and computer skills with well-recognized track records
  - Strategic approach while producing a wide range of communications and outreach products
  - Sound familiarity with climate change related topics and international politics
  - 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
  - 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.
- **The closing date for the application is 28 December 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 12 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-Synthesis%2C-Communications-and-Uptake-Assistant-Consultant/752515501/>