



**GREEN
CLIMATE
FUND**

Administrative Assistant Consultant Secretary of the Green Climate Fund

The Green Climate Fund (“the Fund”) is a new 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.

The Fund 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, the Fund 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.

The Fund is governed by a Board, composed of an equal number of members from developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. The Fund will pursue a country-driven approach in its operations.

The administrative consultants will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea.

Role

The consultant will assist Green Climate Fund secretariat’s divisions or offices.

Duties and responsibilities

- Process, monitor, review and follows-up on actions related to the administration of the Secretariat’s activities;
- Enter, maintain and certify administrative data and record, establish and maintain both electronic and hard copy filing systems;
- Draft routine correspondence and responding to routine requests for information;
- Format, proof-read, and edit texts for adherence to established standards, grammar, and style in official documents, reports, and invitation letters;
- Maintain official records files and information material;
- Receiving visitors and maintain the calendar/schedule for arranging meetings, interviews and appointments;
- Assist in preparation and logistical planning for various events e.g. conferences, workshops, interviews, other formal and informal meetings;
- Excellent organizational skills, ability to multi-task and attention to detail;
- Maintain and review tables; print, review, prepare reports and statistics;
- Maintain files of rules, regulations, administrative instructions and other related documentation;
- Draft and prepare internal and external written correspondence in both English and Korean;
- The incumbent organizes her work, sets priorities, meets critical deadlines, and follows up on assignments with minimum direction.

Required experience and qualifications

- High School diploma, preferably first-level university degree, with two (2) years of experience or equivalent combination of education and experience;
- Excellent command of written and spoken English;
- Knowledge of/ability to perform diverse and intricate work routines that are specific in objective;
- Ability to work independently and under pressure; take initiative in judging priorities and organizing work accordingly;
- Ability to deal with large volumes of work under time pressure with a high level of accuracy;
- Ability to exercise tact and discretion in dealing with governing bodies;
- Intermediate knowledge and ability to use standard applications suite (MS Office);
- 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;
- Mature judgment and absolute commitment to confidentiality;
- Willingness to work overtime at short notice.

This will be an ongoing call for administrative assistant consultants for various durations. A competitive selection process will follow prior to a consultancy contract being offered.

For the interested candidate, please e-mail to recruitment@gcfund.org your CV and letter of interest in a single file named “[last name] [first name]” (e.g. Johansson Anna). The subject line of the e-mail should read “Administrative Assistant Consultant.”