



Director of External Affairs

Grade	IS – 8	Duty station	Songdo, Incheon - Korea
Contract type	3 years	Number of posts	1
Recruitment type	International	Closing date	31 January 2018
Unit	Division of External Affairs	Vacancy code	GCF/Recruit/123
Reporting to	Executive Director		

The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.

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 which 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.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff make unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.

We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast moving, dynamic environment.

We now seek an exceptional individual to head the new Division of External Affairs, which will have primary responsibility for the Fund's strategic outreach, partnerships and communications.

This is a unique opportunity for a highly-skilled and ambitious individual to be part of a new international organization that is shaping the leading edge of the financing of climate action in developing countries

Position description

Reporting to the Executive Director, the Director of External Affairs will be responsible for establishing and leading a new Division of External Affairs to advance the Fund's beneficial relationships and partnerships, build the Fund's global profile and manage strategic communications. Effective outreach and advocacy, and an in-depth knowledge of the climate finance landscape will be critical to the success of this role.

Duties and responsibilities

- Builds and maintains positive relationships between the Fund and countries, multilateral organisations, institutions, contributors and other public and private sector partners, to advance the mission of the Fund;
- Identifies opportunities to strengthen the profile and reach of the Fund, broadening understanding of the Fund's distinctive mandate and recognition of the GCF brand;
- Develops innovative approaches and strategies for catalyzing and stimulating the effective engagement of key stakeholders at local, national and international levels, including coalitions and partnership arrangements;
- Strengthens cross-Fund institutional knowledge of trends and developments in climate finance, climate change and related policy arenas, to inform Fund strategy and outreach;
- Directs the development and implementation of a comprehensive outreach, communications and public relations strategy, including overseeing the Fund's media relations and online presence, and acting as a spokesperson for the Fund as required;
- Shapes Fund strategic messaging, including messaging on GCF success stories, and works across the Fund to direct proactive and cohesive delivery of messaging;
- Oversees management of the Fund's public events, including conferences;
- Manages, and advises on, all matters of international protocol for the Fund;
- Coordinates and effectively manages the human and financial resources of the Division of External Affairs; and
- Coaches and supports the External Affairs team to achieve optimum results.

Expected experience and qualifications*

- Masters university degree in international relations, communications, political science, or related area;
- At least 15 years of progressively responsible experience in international relations or strategic communications of which at least 10 years at the international level in a large multicultural institution;
- Proven track record of developing strong beneficial relations with other institutions and partners, including experience with fund raising;
- Experience in strategy and communications relating to climate change, climate finance, development or a related area; familiarity with the UNFCCC an advantage;
- Understanding and experienced in international protocol matters;
- Demonstrated ability to deliver impactful organizational communications and manage high profile global communications initiatives;
- Experience in managing events and meetings;
- Experience in directing and managing a team of diverse staff to achieve results through clear direction, supervision and mentoring; and
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage.

*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the qualifications, experience and skills that would qualify candidates for consideration. Other combinations of academic qualifications and years of experience may be considered. Selection among short-listed candidates will also take into account performance at interview, appropriate testing and references.

Required competencies

- Professionalism
- Planning & organizing
- Communication
- Leadership
- Judgement/decision-making

How to apply

Interested candidates are requested to send their CV and a letter of interest in a **single PDF file** to:
recruitment@gcfund.org

File name: “[last name], [first name]” (e.g. Peterson, Anna)

Subject line: “Director of External Affairs”

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.

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