

Position:	External Affairs Associate Professional
Function:	Division of External Affairs (DEA)
Reports to:	Deputy Director of External Affairs
Level:	IS-2

Position Objective *(Summary of placement in the function and broad responsibilities)*

The External Affairs Associate Professional will support both resource mobilization and strategic partnership functions within DEA to mobilize and manage resources and identify opportunities for partnerships with key stakeholders (government, inter-governmental, multilateral, civil society, private sector, and academia among others) and global leaders. The associate will conceive of and pursue outreach events and engagements to promote the credibility and visibility of the Fund as a key partner in climate action. They will also support efforts to establish and reinforce a strategic and coherent partnership approach in the Fund.

Duties and Responsibilities *(Functional statements defining the responsibilities and objectives)*

Purpose Engagement Delivery	Analyze	<ul style="list-style-type: none"> Analyze the existing and potential new contributors to identify ways to strengthen the relationships and mobilize more resources Identify the steps and areas that are necessary for strengthening the resource mobilization process and initiate the work required to support the process Identify global and regional fora and opportunities for the strategic and high-level engagement of the Fund and provide consolidated analytical tools to prioritise outreach and engagement Support the development of advocacy tools and knowledge products considering political, strategic and operational issues of relevance for GCF's engagement
	Collaborate	<ul style="list-style-type: none"> Manage and/or provide substantive inputs to organize high-impact events for the Fund including through collaboration with other divisions and sections in the Fund Interact with diverse partners of the Fund to assess needs and provide services to facilitate collaboration and leverage shared outcomes Manage key stakeholder relationships and contribute to effective relationship management
	Implement	<ul style="list-style-type: none"> Assess the necessary work for resource mobilization to support the preparation of relevant policy documents, reports, briefing notes, presentations and operational guidelines. Support the establishment of due diligence procedures to help to prioritize partnership engagements and maximize impact of partnerships Contribute to partnership tools including MoUs Evaluate partnership activities to capture lessons and organize knowledge sharing forums to improve engagement with stakeholders

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

- Master's degree in international relations, finance, business, communications, sustainable development, climate policy, environmental sciences, etc.
- Minimum 4 years of experience in an international organization, government, private or non-profit sector, with experience delivering high level partnership and communication engagements.
- Good understanding of multilateral processes, international protocol and climate finance. Good political judgment, and specialized in policy writing, stakeholder engagement and relationship management.



- Excellent writing and oral communication skills in English (Native level); knowledge of another UN language an advantage.
- Demonstrated capacity to establish and maintain relationships with key partners, including ability to represent GCF and interface effectively with senior government, multilateral organisations, private-sector and CSO officials. Diplomatic experience an advantage.
- Experience working with colleagues from different functions and cultures (cultural sensitivity required).