

## **Terms of Reference**

### **Background**

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 Program and Technical Officer – Middle East or Eastern Europe and Central Asia to carry out the tasks, duties and responsibilities, deliver the set deliverables and provide support to the hiring team as detailed below.

### **Role**

The Program and Technical Officer will play a pivotal role in supporting the GCF’s strategic initiatives related to climate finance, country and National Designated Authority (NDA) engagement, program development, and technical advisory services. The incumbent will work closely with government counterparts, development partners, and internal teams to design, implement, and manage programs that enhance climate resilience, sustainable resource management, and access to climate finance. The Program and Technical Officer will support developing countries to identify their institutional readiness needs (in terms of accessing GCF finances), identify action plans to address these needs through GCF readiness funds and supporting GCF National Designated Authorities (NDAs), Direct Access Entities (DAEs) and national Delivery Partners to develop good quality GCF Funding proposals and Readiness proposals for all three Readiness Objectives.

### **Objectives**

- Support country and NDA engagement to strengthen programmatic approaches and policy alignment.
- Lead the development, implementation, and management of climate-related programs.
- Provide technical advisory support on climate finance, project structuring, and sustainability initiatives.
- Facilitate coordination between national stakeholders, financial institutions, and development agencies.

### **Duties and Responsibilities**

#### **1. Country and NDA Engagement**

- Act as a focal point for engagement with national governments and relevant institutions.
- Support countries in identifying climate investment priorities and aligning them with GCF and international climate finance mechanisms.
- Provide guidance to NDAs and national stakeholders on accessing and managing climate finance.
- Strengthen institutional capacity by identifying and supporting training and advisory sessions on project design and implementation.

#### **2. Program Development and Management**

- Support the identification, design, and execution of climate finance programs and projects.
- Ensure that programs align with national policies, international commitments, and best practices.
- Facilitate cross-sectoral integration and mainstreaming of climate resilience into national development planning.

#### **3. Technical Advisory and Knowledge Management**

- Provide technical support on climate finance instruments, including grants, blended finance, and

private sector engagement.

- Develop technical reports, policy briefs, and knowledge products to support informed decision-making.
- Support technical assessments to identify risks, opportunities, and investment needs in climate adaptation and mitigation.
- Facilitate learning and knowledge-sharing across countries and stakeholders to enhance program efficiency.

#### **4. Stakeholder Engagement and Resource Mobilization**

- Build and maintain partnerships with governments, development banks, private sector actors, and donor agencies.
- Represent the organization in technical forums and climate finance related engagements.
- Support countries in mobilizing resources by developing concept notes, funding proposals, and investment strategies.
- Identify opportunities for co-financing and innovative financing models to enhance project viability.

#### **Required Experience and Qualifications**

- Post-graduate degree or Advanced degree (Master's or Ph.D.) in Climate Finance, Water Resources Management, Environmental Science, Engineering, Economics, or a related field.
- Minimum of 4 years of experience in climate finance, program management, economics, international development, or other relevant areas.
- Experience in working with national governments and multilateral institutions.
- Excellent written and verbal communication skills in English; proficiency in other languages (e.g., Arabic, Russian) is an asset.
- Ability and interest to work effectively in multi-cultural and multi-disciplinary teams.
- Excellent levels of oral and written communication (English)
- Computer literacy
- Ability to work independently