



Position:	Project Officer
Function:	Department of Latin America and Caribbean
Reports to:	Sub regional manager
Level:	IS-2

## Background

The Department of Latin America and Caribbean is responsible and accountable for all aspects of GCF's public sector programming operations, including programming strategy, country engagement, origination, implementation, and portfolio management.

## Position Objective

The Project Officer in the Department of Latin America and the Caribbean will be responsible for undertaking a range of analytical and operational responsibilities necessary for: 1) country engagement and origination of projects, 2) project and programme review, and board approval processes, 3) project management which includes FAA negotiation and related post-approval processes; 4) monitoring of project implementation, and 5) other responsibilities related with the core business of the division.

Duties and Responsibilities		
Purpose	Analyze	<ul style="list-style-type: none"> <li>Identify and guide, based on an analysis of country contexts, readiness programmes that strengthen the country's climate change strategies, generate transformational pipelines and build capacities to accelerate and sustain ambitious climate action.</li> <li>Provide analysis in support of pipeline development, and technical review of projects/ programmes funding proposals and concept notes.</li> <li>Apply the Fund's investment criteria and other policies and guidance in the review of funding proposals and concept notes;</li> <li>Applies relevant operational policies to the Funded Activity Agreement (FAA) review/negotiation and post-approval process.</li> </ul>
Engagement	Collaborate	<ul style="list-style-type: none"> <li>Interacts with internal stakeholders (relevant divisions) and external stakeholders (Accredited Entities) to facilitate the review of proposals and post-approval process and to provide timely and effective action;</li> <li>Provide organizational support in Board meetings and other meetings and events.</li> <li>Provides inputs to FAA negotiation/post approval process/portfolio management</li> <li>Builds and capitalizes on lessons learned and good practices to optimize the pipeline review and post approval process.</li> <li>Enhance strategic partnerships with key stakeholders, including NDAs, AEs, DAEs, and other national and international entities</li> </ul>
Delivery	Manage the Project Cycle	<ul style="list-style-type: none"> <li>Support the engagement across the project cycle including post-approval stage and implementation of approved projects;</li> <li>Lead on the analytical and procedural stages of processing concept notes and funding proposals, including maintenance of the project database, across relevant stages of the GCF project cycle;</li> <li>Support coordination with the relevant teams and the AEs to make legal arrangements and all necessary arrangements properly done for effective project implementation after approval and</li> </ul>

- |  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Support corporate, divisional and team initiatives and activities, as assigned.</li> </ul> |
|--|--|---|

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

- Master's degree in economics, environmental sciences, finance, sustainable development, project management or related fields or a Bachelor's degree and 2 additional years of professional experience;
- At least four (4) years of relevant work experience;
- Experience in project management including but not limited to design, implementation, monitoring and evaluation;
- Experience in supporting legal arrangement and coordination role in post-approval arrangements is required;
- Experience in a relevant sector and/or experience in climate finance or developing climate finance projects in international / developing countries settings is highly desirable;
- Relevant experience in international setting;
- Unquestionable integrity and adherence to the highest ethical standards.
- Excellent business writing and presentation skills; and
- Fluency in English is essential; proficiency in Portuguese or Spanish is preferred but not required;