



Position:	Project Officer
Function:	Department of Strategic Investment Partnerships and Co-Investments
Reports to:	Director
Level:	IS-2

Background

The Department of Strategic Investment Partnerships and Co-Investments (DSCI) is responsible and accountable for all aspects of GCF' strategic investment partnerships and co-investment structures to drive innovative and transformative climate finance. DSCI leads GCF's efforts to catalyze investment flows from both traditional and non-traditional sources encompassing the full range of the private and public sectors focusing on new and creative structures, including first of its kind climate finance structures/ frameworks.

Position Objective

The Project Officer in the Department of Strategic Investment Partnerships and Co-Investments will be responsible for undertaking a wide range of analytical and operational responsibilities necessary for: 1) project management) which ranges from innovative deal structuring, due-diligence, and related ad-hoc processes ; 2) support investors' outreach, and establishing and strengthening deep relationships with co-investors ; and 3) other responsibilities related with the core business of the department.

Duties and Responsibilities		
Purpose	Analyze	<ul style="list-style-type: none"> • Provide analysis in support of pipeline of catalytic climate finance structures, technical review of innovative investment vehicles concepts and proposals, and its alignment with the Fund's strategic objectives as well assess the risks analysis; • Assist in the development of proposals and the structuring of financial deals, with a focus on investment analysis, structuring, and commercial negotiations, externally and internally, to the extent required; • Perform financial modelling (including valuation) and analysis to support decision making for financial structuring, tracking and reporting; • Develop term sheets and support the negotiation process in collaboration with the project leads and lawyers • Develop report on financial parameters and prepare reports as needed for DSCI leadership review; • Contributes to development of financial presentations and project dissemination towards internal/external stakeholders; • Supports improvement as well as integration of ICT tools related to catalytic climate finance structures monitoring.
Engagement	Collaborate	<ul style="list-style-type: none"> • Conduct research and assess potential co-investment partners, including for example financial, strategic, and advocacy institutions that align with and could support GCF's climate mission; • Actively contribute and support the DSCI team in mapping out the climate investors' landscape and in identifying potential attractive and untapped opportunities; • Support the DSCI team in undertaking sectoral and thematic (e.g. decarbonization) research in identifying investment opportunities; • Support the development and management of a database/ CRM for all potential partners, ensuring accurate records of discussions and meetings;

		<ul style="list-style-type: none"> • Provide organizational support in Investors and Board meetings, and other relevant conferences and events.
Delivery	Manage the Project Cycle and engagements	<ul style="list-style-type: none"> • Support the internal coordination engagement (relevant teams) across the project cycle; • Prepare any internal presentation in relation to strategic investment partnerships and co-investments approaches; • Lead on the analytical and procedural stages of innovative concepts notes and co-creation of investment vehicles, including maintenance of the project database; • Maintain the relationship with the client through the project cycle; • Support coordination with the relevant teams with respect to potential co-investment structures and partnerships; • Prepare targeted briefing notes for key potential partners, ensuring alignment with strategic priorities and investment objectives to facilitate meaningful engagement; and • Support corporate, departmental and team initiatives and activities, as assigned.

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

- Master's degree in a relevant finance field; MBA / CFA / Professional Designation and /or project management certification for financial sector is preferred; or a Bachelor's degree in similar fields with an additional two years of relevant experience may be considered;
- At least four (4) years of relevant work experience level in climate finance, structured finance, investment banking, private equity, impact investing, corporate banking, asset management or related fields;
- Experience in using different financial asset classes – equity, debt, guarantees and grants is mandatory coupled with project management experience;
- Strong analytical skills and experience in financial modelling (including valuation) and deal structuring, with the ability to analyze complex financial data and present it in a clear and concise manner;
- Prior experience in blended finance deals desirable, though not necessary;
- Prior experience in developing term sheets and leading term sheet negotiations with clients, internal teams and external lawyers;
- Proven experience in preparing presentations to explain complex situations to various audiences;
- Proficiency in using standard software programs (MS Word, Excel, PowerPoint, Outlook, and Access);
- Strong interpersonal and negotiation skills, with a proven ability to navigate complex stakeholder environments and drive partnerships forward in a strategic manner.
- Experience with carrying out detailed research;
- 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;
- Prior emerging market / developing country and / or climate experience is not essential, but will be a strong advantage;
- Must be highly collegiate and collaborative;
- An entrepreneurial mind-set is highly desirable;
- Unquestionable integrity and adherence to the highest ethical standards;
- Excellent business writing and presentation skills; and
- Fluency in English is essential; knowledge of another United Nations language is an advantage.