



Position:	Project Officer
Function:	Department of Africa Region
Reports to:	Regional Lead
Level:	IS-2

<b>Position Objective</b> ( <i>Summary of placement in the function and broad responsibilities</i> )	
<p>The Project Officer in the Department of Africa Region will report to a Regional Lead on day-to-day activities, and will be an active team member, undertaking a range of analytical and operational responsibilities necessary for:</p> <ol style="list-style-type: none"> <li>1) Country Engagement activities in managing GCF’s relationships with key stakeholder organizations in our client countries</li> <li>2) Project Management activities in managing our Readiness and Preparatory Support Facility grants with our Countries and Direct Access Entities and Project Preparation Facility</li> <li>3) Funded Activity Project Portfolio Management activities</li> <li>4) Project Origination and Development activities including due diligence of Concept Notes and Funding Proposals and assessment of institutional capacity and implementation arrangements, managing negotiations into a Funded Activity Agreement; and</li> <li>5) other responsibilities related with the core business of the department.</li> </ol>	

<b>Duties and Responsibilities</b> ( <i>Functional statements defining the responsibilities and objectives</i> )			
Purpose	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #00FFFF; text-align: center; vertical-align: middle;">Analyze</td> <td> <ul style="list-style-type: none"> <li>Provide analysis in support of country engagement and actively participate in country engagement for the development and advancement of country climate action programming strategies that include transformational project/programme ideas/concepts, and promote alignment with GCF strategies and countries’ National Action Plans and Nationally Determined Contributions.</li> </ul> </td> </tr> </table>	Analyze	<ul style="list-style-type: none"> <li>Provide analysis in support of country engagement and actively participate in country engagement for the development and advancement of country climate action programming strategies that include transformational project/programme ideas/concepts, and promote alignment with GCF strategies and countries’ National Action Plans and Nationally Determined Contributions.</li> </ul>
Analyze	<ul style="list-style-type: none"> <li>Provide analysis in support of country engagement and actively participate in country engagement for the development and advancement of country climate action programming strategies that include transformational project/programme ideas/concepts, and promote alignment with GCF strategies and countries’ National Action Plans and Nationally Determined Contributions.</li> </ul>		
Engagement	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #00FFFF; text-align: center; vertical-align: middle;">Collaborate</td> <td> <ul style="list-style-type: none"> <li>Identify and guide the co-development of institutional capacity building through readiness and adaptation planning proposals with countries and delivery partners. To project manage procurement and implementation to achieve enhanced quality at entry of these Readiness &amp; Preparatory Support proposals and the efficiency of the Readiness and Preparatory Support cycle in collaboration with countries and colleagues across GCF and partners.</li> <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>Builds and capitalizes on lessons learned and good practices to optimize the pipeline review and post approval process.</li> <li>Actively engage in dissemination of knowledge to both internal and external stakeholders through communities of practices.</li> <li>Supports improvement as well as integration of ICT tools related to pipeline and portfolio management.</li> <li>Contributes to strategy and planning on matters relevant for country programming, country ownership, readiness and access to GCF resources, including those in the Board workplan, in collaboration with colleagues across GCF.</li> </ul> </td> </tr> </table>	Collaborate	<ul style="list-style-type: none"> <li>Identify and guide the co-development of institutional capacity building through readiness and adaptation planning proposals with countries and delivery partners. To project manage procurement and implementation to achieve enhanced quality at entry of these Readiness &amp; Preparatory Support proposals and the efficiency of the Readiness and Preparatory Support cycle in collaboration with countries and colleagues across GCF and partners.</li> <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>Builds and capitalizes on lessons learned and good practices to optimize the pipeline review and post approval process.</li> <li>Actively engage in dissemination of knowledge to both internal and external stakeholders through communities of practices.</li> <li>Supports improvement as well as integration of ICT tools related to pipeline and portfolio management.</li> <li>Contributes to strategy and planning on matters relevant for country programming, country ownership, readiness and access to GCF resources, including those in the Board workplan, in collaboration with colleagues across GCF.</li> </ul>
Collaborate	<ul style="list-style-type: none"> <li>Identify and guide the co-development of institutional capacity building through readiness and adaptation planning proposals with countries and delivery partners. To project manage procurement and implementation to achieve enhanced quality at entry of these Readiness &amp; Preparatory Support proposals and the efficiency of the Readiness and Preparatory Support cycle in collaboration with countries and colleagues across GCF and partners.</li> <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>Builds and capitalizes on lessons learned and good practices to optimize the pipeline review and post approval process.</li> <li>Actively engage in dissemination of knowledge to both internal and external stakeholders through communities of practices.</li> <li>Supports improvement as well as integration of ICT tools related to pipeline and portfolio management.</li> <li>Contributes to strategy and planning on matters relevant for country programming, country ownership, readiness and access to GCF resources, including those in the Board workplan, in collaboration with colleagues across GCF.</li> </ul>		

Delivery	Manage the Project Cycle	<ul style="list-style-type: none"> <li>• Project management in screening of project concept notes. Supporting Accredited Entities in their development of Funding Proposal development plans to achieve enhanced quality at entry of Funding Proposals. Project Management of due diligence assessments of Funding Proposals in accordance to GCF investment criteria.</li> <li>• Project manage negotiation of agreements, appraising satisfaction of contracted obligations and implementation of Projects to deliver efficiency and effectiveness in reported impact. Including maintenance of the project database, across relevant stages of the GCF project cycle</li> <li>• Support corporate, divisional and team initiatives and activities, as assigned.</li> </ul>
----------	--------------------------	---

<b>Requirements</b> ( <i>Education, experience, technical competencies required of the job</i> )	
<ul style="list-style-type: none"> <li>• Master's degree in finance, sustainable development, economics, environmental sciences, project management or related fields;</li> <li>• At least four (4) years of relevant work experience;</li> <li>• Experience in project management including but not limited to design, implementation, monitoring and evaluation;</li> <li>• Experience in supporting legal arrangement and coordination role in post-approval arrangements is required.</li> <li>• Experience in supporting financial analysis, transaction structuring and economic modeling in a relevant sector and/or experience in climate finance or developing climate finance projects in international / developing countries settings is highly desirable;</li> <li>• Relevant experience in international setting;</li> <li>• Excellent business writing and presentation skills; and</li> <li>• Fluency in English is essential; knowledge of another United Nations language is a strong advantage, especially Portuguese or French.</li> </ul>	