

Position:	Portfolio Management Officer (Systems and Coordination)
Function:	Department of Asia Pacific
Reports to:	East Asia and South Asia Sub Region
Level:	IS-2

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

The Portfolio Management Officer will contribute to the successful implementation of Readiness /Project Preparation Facility (PPF) grants and Funded Activities. The Officer will establish or refine portfolio monitoring templates, tools, and procedures. S/he will also demonstrate a sound grasp of data quantitative methods and analysis. S/he will interact closely with various stakeholders including Project Leads and Project Managers from the Department of Asia Pacific and in other divisions of the GCF Secretariat as well as external partners such as Accredited Entities (AEs), Delivery Partners (DPs), National Designated Authorities (NDAs), on collecting and consolidating information on the performance of GCF's portfolio of projects on Readiness /PPF grants/Funded activities on a regular basis.

The critical success factor for this position is competence and professional skills in standard software such as Excel, Word, PowerPoint, Outlook, Power Bi and Access; and managing and monitoring of overall portfolio with the ability to identify potential risks and providing solutions for the success of the projects, including where risks have materialized.

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

Purpose	Analyze	<ul style="list-style-type: none"> • Conduct quarterly performance analysis of portfolio implementation at various levels, including countries, Accredited Entities, and sectors. • Review and analyze approved legal frameworks and policies for readiness grants and funded activities, creating tools and guidelines to support project-level monitoring by Project Leads/ Portfolio Managers. • Identify and assess portfolio trends in submitted reports, providing data-driven recommendations to enhance portfolio performance. • Support adaptive management strategies for existing funded activities and grants. • Evaluate current project and portfolio management processes and tools, offering recommendations for efficiency improvements. • Develop briefs, presentations, and knowledge products, including templates, guidance materials, and processes for internal and external stakeholders.

Engagement	Collaborate	<ul style="list-style-type: none"> • Work closely with Project Leads, Portfolio Managers, and GCF Liaison Officers to assess the implementation performance of sub-regional and country-level portfolio of funded activities and grants. • Identify potential risks and provide senior management with insights to support decision-making on corrective measures and input for new funding opportunities. • Support Project Leads and Portfolio Managers in reviewing progress and completion reports, ensuring timely processing of disbursements, waivers, extensions, and amendment requests from Delivery Partners (DPs) and National Designated Authorities (NDAs). • Facilitate the efficient and timely implementation of readiness grants and funded activities by coordinating cross-functional efforts and streamlining processes. • Contribute to knowledge-sharing initiatives by leveraging lessons from readiness and adaptation planning, collaborating with regional teams, the Private Sector Facility, and the Division of Monitoring, Evaluation, and Learning (MEL) to support learning-based project origination.
Delivery	Manage the Project Cycle	<ul style="list-style-type: none"> • Communicate with NDAs and DPs on implementation status of RS/PPF projects under implementation to ensure the timely compliance with disbursement conditions as well as M&E reporting requirements as per relevant Fund's frameworks Results Measurement Framework and legal agreements. • Engage with National Designated Authorities (NDAs), Accredited Entities (AEs) and Delivery Partners (DPs) to monitor the implementation status of grants and funded activities, ensuring timely compliance with legal conditions, disbursement conditions and results in line with the Fund's Results Measurement Framework and legal agreements. • Contribute to the development of key reports, including the Annual Portfolio Performance Report, Project Status Reports, Annual Readiness Reports, and implementation updates for Senior Management, internal committees, working groups, and the GCF Board. • Regularly review grant and funded activity implementation data, updating portfolio dashboards and providing timely information to internal and external stakeholders through channels such as the GCF Board bulletin, senior management briefings, the GCF website, and portfolio review meetings. • Organize and lead quarterly portfolio-level meetings with the Sub-regional team to assess progress, address challenges, and enhance coordination. • Conduct reviews, compile lessons learned and develop case studies or best practices to improve portfolio selection, implementation, and evaluation processes for the GCF readiness portfolio. • Provide portfolio-related insights and recommendations for GCF documents to enhance strategic decision-making and operational effectiveness.

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

Education and expected experience

- Master's university degree in economics, environmental sciences/planning, sustainable development, climate policy, or other related fields or a relevant Bachelor's degree with an additional 2 years of relevant work experience.
- A minimum of 4 years of work experience in portfolio management including involvement in the design, implementation, monitoring, and adaptive management of projects and programs.
- Exposure to/knowledge of climate change project issues and/or GCF working modalities is an added advantage
- General understanding of the Fund's instruments (grants, debt, guarantees and equity) and sector investment areas
- Knowledge of the operational framework and fiduciary standards of international institutions
- Ability to articulate and present ideas well both in writing and orally to a diverse audience of stakeholders at technical and strategic levels
- Ability to work in a multicultural environment with diverse stakeholders at different technical and strategic levels– staff, Board, and external stakeholders
- Unquestionable integrity and adherence to the highest ethical standards
- A team player with a proactive and can-do attitude, contributing to a harmonious environment.
- Ability to deal with high stress situations and pay close attention to detail.
- Proved track record in taking initiatives and working independently.

Skills (i.e., technical skills)

- Strong competence and professional skills in standard software such as Excel, Word, PowerPoint, Outlook, Power Bi, Tableau, and Access.
- Strong Interpersonal/relationship management and negotiation skills
- Excellent analytical skills and problem-solving skills
- Exceptional organizational skills, facilitating communication between various levels of management, and multi-tasking to meet deadlines with high-quality deliverables.
- Excellent ability to communicate and present complex issues verbally and in writing in a concise manner to varied audiences.

Language requirements

- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language would be an advantage

Competencies

- Planning and Organizing with proven ability to deliver quality work under tight timelines
- Teamwork
- Client orientation
- Communication