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| Position: | Project Officer |
| Function: | Department of Asia and the Pacific |
| Reports to: | Sub regional lead for Southeast Asia |
| Level: | IS-2 |

Background

The Department of Asia and the Pacific 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 Asia and the Pacific within the Regional Team supporting Southeast Asia will be responsible for undertaking a range of administrative, analytical and operational responsibilities necessary for:

- 1) support country programming and origination of readiness 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.

The candidate is expected to provide technical, analytical and operational support within an integrated approach to programming which may include a combination of country engagement, proposal for Board consideration and portfolio implementation.

Purpose

- 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.
- Provide analysis in support of pipeline development, proposal development and review, technical review and operational management of projects/ programmes funding proposals and concept notes.
- Apply the Fund's investment criteria and other policies and guidance in the review of funding proposals and concept notes.
- Applies relevant operational policies to the Funded Activity Agreement (FAA) review/negotiation, post-approval process, and eventual portfolio monitoring and management, while supporting quality assurance.
- Contributes to development of efficient process/procedures and dissemination towards internal/external stakeholders.



- Supports improvement as well as integration of ICT tools related to pipeline and portfolio management.
- Provide analysis on key aspects of a proposal and its alignment with the Fund's strategic objectives as well as assess the risks.

Engagement

- Liaise with other relevant divisions such as risk, legal, environment and social safeguards and gender within GCF to obtain their specific inputs on Funding Proposals and Readiness proposals and work with third-party advisors and consultants.
- Engage upstream NDAs, accredited entities (AEs) and relevant stakeholders;
- Collaborate with other relevant divisions (Legal and Risk & Compliance among others) in building and managing, reviewing, drafting and negotiating term sheets and FAAs with AEs, and preparing assessment notes for investment committees and organizational support in Board meetings and other meetings and events.
- Builds and capitalizes on lessons learned and good practices to optimize the operational processes.
- Interacts with countries and their delivery partners or direct access entities to help them develop and implement the most relevant readiness programme activities that would result in ambitious programming strategies and pipelines.

Delivery

- Coordinate and support country engagement and programming.
- Enhance strategic partnerships with key stakeholders, including NDAs, DAEs, and other national and international entities.
- Coordinate delivery of proposal reviews and assessments to counterparties and internal stakeholders in a timely manner.
- Support the post-approval FAA process as well as other aspects of implementation including but not limited to monitoring/evaluation/reporting, disbursement of funds and amendments to legal agreements as necessary.
- 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.
- 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
- Support corporate, divisional and team initiatives and activities, as assigned.
- Support monitoring of projects under implementation across GCF funding windows.

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;



- Basic understanding of the different financial tools (debt, guarantees and grants) is desirable;
 - Experience in project management including but not limited to design, implementation, monitoring and evaluation;
 - 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;
 - Excellent written and oral communication skills in English are essential for this position;
 - Experience working within Southeast Asia is preferred.
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