

Position:	Risk and Compliance Officer
Function:	Department of Risk Management and Compliance
Reports to:	Compliance Manager/Lead Risk Specialist (Institutional Risk)
Level:	IS-2

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

The mission of the Department of Risk Management and Compliance (DRMC) is to develop, manage and update comprehensive risk frameworks, policies and processes; prioritize, monitor and report risks affecting the Green Climate Fund (GCF); and review pipeline and portfolio investments and programs to ensure that they are within the Fund's risk tolerances, comply with the Fund's compliance and risk policies, and achieve optimal risk-reward for the Fund.

Under the overall guidance of the Chief Risk and Compliance Officer, and the direct supervision of the Compliance Manager and/or the Lead Risk Specialist (Institutional Risk), the Risk and Compliance Officer is responsible for conducting due diligence by reviewing and assessing compliance related issues in GCF financed activities, as well as non-financial risks on institutional level.

The incumbent will ensure that proposals for funding, term sheets and underpinning financing agreements are in compliance with established practices and relevant GCF policies such as the AML/CFT policy, prohibited practices policy, and the compliance risk policy; and shall represent the Compliance team in related inter-divisional meetings and discussions.

The Risk and Compliance Officer shall also support the risk and compliance teams in conducting training, institutional risk assessments and managing non-financial risks to safeguard the GCF's financial, organizational, or reputational standing.

In addition, the Compliance Officer will work cross-functionally to support non-financial risk mitigation efforts and further development/implementation of the Risk Management Framework.

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

Purpose	Analyze	<ul style="list-style-type: none"> Undertakes due diligence of GCF financed activities, including projects and programmes, Project Preparation Facility and Readiness & Preparatory Support, to ensure that the proposals meet the requirements of applicable compliance related policies Draft substantive compliance assessment findings and finalize the same in consultation with the Compliance Specialist or Manager where required Support development and implementation of framework for non-financial risks that could amplify operational, market or liquidity risks for GCF
	Engage	<ul style="list-style-type: none"> Engage the team and other divisions within the Secretariat, in addition to external stakeholders, to ensure that the requirements of relevant compliance related policies are met and addressed in all GCF financed activities and relevant operations including disbursement Collaborate with the Compliance Specialist to create compliance related awareness and training programs Assist in monitoring key non-financial risk indicators to ensure alignment with GCF's risk appetite.

Delivery	Manage the Project Cycle	<ul style="list-style-type: none"> • Contribute to the overall effort of the team in knowledge management particularly on recent development and news of international best practices and technologies in AML/CFT, anti-corruption, anti-fraud, non-financial risk mitigation and other compliance related matters • Co-ordinate and organize compliance training sessions for GCF personnel and other stakeholders, prepare training materials in collaboration with the team; assess the effectiveness of the training sessions and identify areas for improvement • Support the delivery of liquidity, market and operational risk program
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Requirements (*Education, experience, technical competencies required of the job*)

- A postgraduate university degree (master's degree or equivalent) in Social Sciences, Law, Compliance, Risk Management or cognate disciplines is required.
A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of a postgraduate university degree.
- Minimum of 4 years demonstrable experience working in at least one of the following: risk management, compliance, integrity, investigations or audit function is required;
- Knowledge or experience in either AML/CFT, anti-fraud, anti-corruption, compliance, integrity due diligence or operational risk is desirable
- Excellent organizational skills to handle high volumes of competing priority within tight timeframes;
- Strong communication and interpersonal skills with ability to exercise tact and discretion;
- Fluency in English is essential; knowledge of another United Nations language is highly desirable.