



Position:	Portfolio Management Officer (Readiness and Funded Activities)
Function:	Department of Asia Pacific
Reports to:	Pacific and Asia SIDS Sub Regional Lead
Level:	IS-2

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

The Portfolio Management Officer (Readiness and Funded Activities) will contribute to the successful implementation of Readiness /Project Preparation Facility (PPF) grants and Funded Activities. The Officer will provide technical input for the review and refinement of 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 Accredited Entities (AEs), Delivery Partners (DPs), National Designated Authorities (NDAs) as well as colleagues within Pacific and Asia Sub region, Department of Asia Pacific and in other divisions of the GCF Secretariat on collecting and consolidating information on the performance of GCF's portfolio of projects on Readiness /PPF grants/Funded activities..

The critical success factor for this position is competence and professional skills in standard software such as Excel, Word, PowerPoint, Outlook, and Access; and managing and monitoring of projects 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"> Support the monitoring and adaptive management of Readiness /PPF Grants implementation, ensuring compliance and alignment with approved legal frameworks and policies. Prepare and support portfolio implementation performance analysis for briefs, presentations, and knowledge products including development of templates, guidance materials and processes for internal and external stakeholder consumption. Process disbursements for readiness and Funded activity grants including reviewing DPs compliance with related conditions Identify and analyze portfolio trends or patterns in submitted reports to provide recommendations for action on portfolio performance.

Engagement	Collaborate	<ul style="list-style-type: none"> • Conduct the review of reports from DPs and NDAs, as well monitoring and assessing implementation performance of assigned portfolio (grants) to proactively identify risks and inform the senior management on appropriate corrective measures. • Work with other workstreams and divisions to ensure timely review submitted Readiness progress and completion reports, processing of disbursements, waivers, extensions and amendments requests from DPs and NDAs for assigned portfolio. • Interacts with countries and their delivery partners or direct access entities to help them develop, the most relevant readiness programme activities that would result in ambitious programming strategies and pipelines; • Supports and facilitates the efficiency of the readiness and Funded Activity grant cycle to be funded in a timely manner to meet the expectations of countries and their delivery partners; • Contributes to the use of lessons from the implementation of readiness and adaptation planning that enable learning-based origination, in collaboration with the Division of Portfolio Management •
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. • Contribute to the preparation of reports such as Annual Portfolio Performance Reports, Project Status reports, Annual Readiness reports and implementation update reports, and briefs for consideration by Senior Management and Internal Committees /working groups, as well as the Board as may be required. • Review information on grants implementation and update portfolio dashboards and inform internal and external stakeholders on a regular basis e.g., GCF Board bulletin, senior management, and GCF website - monthly; cross-divisional portfolio review meetings - bi-weekly. • Conduct the review, preparation, compilation and presentation of lessons learned, case studies / best practices to inform and improve portfolio selection, implementation and evaluation of GCF readiness portfolio information as may be required. • Provide portfolio-related feedback and input to GCF documents.

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

Education and expected experience

- Master's university degree in economics, environmental sciences, sustainable development, climate policy, finance, international relations, or other related fields or a relevant Bachelor's degree with an additional 2 years of relevant work experience.
- A minimum of 5 years of relevant work experience.
- Experience in portfolio management including involvement in the design, implementation, monitoring, and adaptive management of capacity building/project preparation facilities and grants.
- 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.
- Mature judgment and absolute commitment to confidentiality.

Skills (i.e., technical skills)

- Strong competence and professional skills in standard software such as Excel, Word, PowerPoint, Outlook, 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