



## Donor Funded Staffing Program

<b>TOR No:</b>	<b>2022-043</b>
<b>Title:</b>	<b>Junior Professional Officer</b>
<b>Grade:</b>	<b>UC</b>
<b>Division/VPU:</b>	Adaptation Fund Secretariat (AFS) Global Environment Facility
<b>Duty Location:</b>	Washington, DC
<b>Appointment Type and Duration:</b>	Two-year Term Appointment

### **BACKGROUND**

The Adaptation Fund is an innovative financing mechanism set up by the Conference of Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC), with the purpose of financing concrete climate change adaptation projects and programs in developing country Parties, serving the landmark Paris Agreement.

The Adaptation Fund was the first international climate fund to enable direct access to its resources by developing countries' national organizations. Through direct access, National Implementing Entities are able to directly access financing and manage all aspects of climate adaptation and resilience projects, from design through implementation to monitoring and evaluation. In 2014, the Adaptation Fund launched the Readiness Program for Climate Finance, designed to capture and share the growing experiences of direct access and other climate finance in order to strengthen the capacity of national and regional entities to receive and manage climate financing.

Since 2018, the Adaptation Fund has been implementing its first medium-term strategy, for years 2018-2022, which continues the Fund's focus on concrete adaptation action implemented through high-quality projects but with added emphasis on innovation and learning/knowledge management.

The Adaptation Fund Secretariat is seeking to recruit a Junior Professional Officer to support the work under the Fund's Innovation Program. The Fund's Innovation Program currently includes that Adaptation Fund Innovation Facility, a portfolio of projects and programs that include accelerators/incubators, programs, regular-sized projects and small grants.

### **DUTIES AND RESPONSIBILITIES**

The Junior Professional Officer will undertake responsibilities to support the activities under the innovation work stream of the Adaptation Fund Secretariat, namely support to the implementation of the activities and workplan under the Medium-Term Strategy (2023-2027). Furthermore, he or she is expected to support and help further develop a collaborative, innovative, and co-creative environment at the Adaptation Fund.

This will include:

- Technical review of innovation proposals for funding, according to Fund's policies and criteria, as determined by the Board
- Support to the bi-annual meetings of the Board, including subcommittee meetings, on matters pertaining to innovation, including document preparation and presentation
- Participate in and support the process of establishing new and nurturing existing strategic partnerships in the innovation space, with a special focus on youth, gender, emerging trends and opportunities
- Engagement with the UNFCCC process, and supporting Secretariat's participation at Conferences of Parties and other relevant fora
- Support, as needed, the accreditation and readiness team on innovation-related matters
- Support engagement with the Implementing Entities of the Fund, including through trainings, workshops, and responding to information requests concerning innovation funding opportunities and requirements
- Propose and help implement ways to strengthen linkages between innovation and learning-and-sharing pillars
- In collaboration with the Results-based Management (RBM) team, and other teams, support the results reporting process and other RBM initiatives relevant to innovation
- In collaboration with the Knowledge Management (KM) team, explore, propose themes and topics for, and collaborate on the development of KM products on innovation.

**Note:**

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.

**SELECTION CRITERIA**

- Educational Degree: At least a Master's degree in Innovation or relevant area of work, pertaining to sustainability, agriculture, urban development, international development or similar; theoretical grounding in transdisciplinary thought preferred.
- Relevant Experience: at least three years of experience in development with linkages to climate-smart cities, climate-smart agriculture, disaster risk reduction, or similar, and preferably in the international context and/or experience working in or with innovation agencies, organizations, research centers, startups, creative communities or similar
- Strong organizational, research, and oral presentation skills
- Proven ability to work in a team and intercultural environment, with minimal supervision
- Computer skills including Microsoft Office and virtual meeting applications at a minimum
- Excellent oral and written communication skills in English
- Additional language skill desirable, such as French and Spanish
- Enthusiasm for, and commitment to development work
- Initiative, creativity, original thinking, and willing to propose bold ideas. Respectful and appreciative of diversity in both perspective and culture.

The Adaptation Fund is a progressive and diverse workplace. All qualified candidates are invited to apply.