



Donor Funded Staffing Program

TOR No:	<u>2023-037</u>
Title:	Junior Professional Officer
Grade:	UC
Division/VPU:	Global Environment Facility Secretariat (GEF)/ (GEFVP)
Duty Location:	Washington, D.C
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

The Global Environment Facility (GEF) is a multilateral financial mechanism created in 1991 to provide grant and concessional funds to recipient countries for projects and programs that address biodiversity loss, climate change mitigation and adaptation, degradation of international waters, land and forests, ozone depletion, elimination or reduction of persistent organic pollutants and mercury, all within the framework of sustainable development.

The GEF is the designated financial mechanism for five international environmental conventions: the Convention on Biological Diversity, the Stockholm Convention on Persistent Organic Pollutants, and the UN Framework Convention on Climate Change (UNFCCC) and Minamata Convention on Mercury. GEF is also a designated financial mechanism of the UN Convention to Combat Desertification. The GEF Secretariat, construed for administrative purposes as a Vice Presidential Unit within the World Bank, has approximately 100 professional and administrative and client support staff.

The GEF provides support for climate adaptation through the Least Developed Countries Fund (LDCF) and the Special Climate Change Fund (SCCF). These two-GEF managed trust funds serve the Paris Agreement to enhance adaptive capacity, strengthen resilience, and reduce vulnerability to climate change. A newly established programming strategy for the LDCF and SCCF for GEF-8 runs from July 2022 to June 2026.

The selected candidate will report to the Lead Environmental Specialist, with supervision by Senior Climate Change Specialists on specific areas of work.

DUTIES AND RESPONSIBILITIES

The GEF Secretariat is looking for a dynamic junior professional to participate in the implementation of the GEF-8 replenishment and beyond to support the GEFSEC's mandate by supporting developing countries in their commitments towards the United Nations Framework Convention on Climate Change, with a focus on climate change adaptation. The ideal candidate should have a familiarity with climate change adaptation, multilateral climate finance, and some experience with projects in developing countries. The JPO will provide support to the climate change adaptation team within the GEF Programs Unit. Under the overall supervision of the Manager of the Lead Environmental Specialist, and Senior Climate Change Specialists on specific areas of work, the position will:

- Support implementation of the Dedicated Programs of the GEF-8 strategy for climate change adaptation on (i) *Communications and Visibility Enhancement*; (ii) *Outreach and support for LDC and SIDS Planning and Programming*, and (iii) *Organizational Learning and Coordination*.
- Assist in the preparation of LDCF/SCCF Council meetings, including preparation of documents, talking points for senior management, and presentations.
- Assist in LDCF and SCCF portfolio monitoring and reporting.
- Support in the preparation of events, including at the GEF Assembly and meetings of the Conference of the Parties to the UNFCCC.
- Contribute to the identification and selection of eligible concepts for the *Challenge Program for Adaptation Innovation*, as well as other challenge programs supported by the LDCF and SCCF.
- Assist in the review of project proposals to the LDCF and SCCF.
- Any other duties as requested by the Lead Environmental Specialist or Senior Climate Change Specialists.

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.
- Relevant Experience: at least three years of experience in the field of climate change adaptation, natural resources management/community development, or other relevant discipline, preferably in a developing country context.
- Experience working in Africa and small island developing states (SIDS) is desirable, particularly in least developed countries.
- Ability to deal with a range of stakeholders, such as international organizations, development agencies, scientific and technical bodies, developing country counterparts, and NGOs would be an advantage.
- Ability to think analytically, strategically, and programmatically.
- Excellent verbal and written communication skills in English, including ability to communicate complex issues to a wide range of audiences. Second language (particularly French) is highly desirable.
- Ability to work independently on complex tasks on tight deadlines.
- Demonstrated ability to function as a team player within and across teams.
- Ability to work in a multicultural environment in an international setting.
- Working knowledge of the operations of the Global Environment Facility and its Agencies.
- Willing and able to travel when needed.
- Strong organizational, research, and oral presentation skills.
- Proven ability to work in a team and intercultural environment, with minimal supervision.
- Hands-on and action-oriented approach.
- Excellent oral and written communication skills in English.
- Field experience in developing countries a plus.