



JPO JD DPRM

Position Title:	External Relations Officer
Department/Office/Unit:	DER
Reports To (Position Title):	RM Lead for Asia Pacific
Grade level:	G

Department/team introduction and information

The External Relations Officer will be based in the Resource Mobilization Team of the Department of External Relations (DER), with a primary focus on the Asia-Pacific region. S/he will report to the Resource Mobilization (RM) Lead for Asia-Pacific.

Role Summary

The External Relations Officer, reporting to the RM Lead for Asia Pacific within the Department of External Relations, will support the engagement and cultivation of current and potential contributor countries, with a view to strengthening the Green Climate Fund's resource mobilization efforts. The position will also contribute to advancing innovative and complementary sources of finance and relevant international cooperation efforts. The position requires collaboration with various internal and external stakeholders to foster relevant partnerships that can effectively contribute to the strategic positioning of the Fund within the climate finance architecture.

Duties and Responsibilities

Analyze

- Analyze and map Asia-Pacific countries with potential to contribute to GCF, including emerging donors, non-traditional contributors, and regional groupings, to identify resource mobilization trends and opportunities.
- Monitor global and regional developments related to climate finance, replenishment trends, as well as carbon markets
- Support developing analytical tools, country briefs, and stakeholder mapping products to support engagement with priority contributor countries.
- Contribute to developing and implementing targeted strategies to mobilize alternative and complementary financial resources (including carbon markets) and engage priority countries and partners.

Collaborate

- Support engagement with current and prospective contributor countries in the Asia-Pacific region through bilateral meetings, regional fora, and high-level events.
- Collaborate with internal teams to ensure coherent messaging and alignment between resource mobilization efforts and broader GCF strategic priorities.
- Engage with key stakeholders — including governments, MDBs, international organizations, and carbon market actors—to foster partnerships that support resource mobilization and innovative finance.

Manage Project Cycle

- Support the preparation of high-quality briefing materials, talking points, presentations, and analytical notes for senior management engagement.
- Assist in planning and coordinating replenishment-related outreach activities, regional missions, and high-level events in the Asia-Pacific region.
- Monitor and evaluate partnership and outreach activities to capture lessons learned, identify good practices, and support knowledge-sharing initiatives to strengthen engagement effectiveness.



Requirements

- Master's degree in international relations, development studies, finance, climate change, economics, public affairs, political science, or a related field;
- A minimum of 3 years of relevant work experience in resource mobilization, international relations, partnership & outreach, and communications;
- Familiarity with GCF policies & relevant understanding of GCF's partnership and resource mobilization process, particularly experience in analyzing key contributor countries is a plus.
- Desirable experience and knowledge in development and/or climate finance, multilateral funds, including the UNFCCC framework;
- Highly organized and detail-oriented, with a strong ability to multi-task and deliver quality work on time under pressure.
- Experienced in the use of Excel advanced functions, other Microsoft office suite products, and project management software (e.g., Asana or similar). Experience in working on CRM is an added advantage.
- Highly collaborative, team player, and experienced working in multi-cultural organizations.
- Excellent written and oral communication skills in English, and experience preparing high-quality written briefings, dashboard reports, and other documents.