



JPO JD DLAC

Position Title:	Project Officer
Department/Office/Unit:	OCIO-DLAC
Reports To (Position Title):	Regional Manager
Grade level:	G

Department/team introduction and information

The Department of Latin America and Caribbean is responsible and accountable for all aspects of GCF's public and private sector programming operations, including programming strategy, country engagement, origination, implementation, and portfolio management.

Role Summary

The Project Officer in the Department of Latin America and the Caribbean will be responsible for undertaking a range of analytical and operational responsibilities necessary for: 1) country engagement and origination of projects, 2) project and programme review, and board approval processes, 3) project management which includes FAA negotiation and related post-approval processes; 4) monitoring of project implementation, and 5) other responsibilities related with the core business of the division.

Duties and Responsibilities

- Identify and guide, based on an analysis of country contexts, readiness programmes that strengthen the country's climate change strategies, generate transformational pipelines and build capacities to accelerate and sustain ambitious climate action.
- Provide analysis in support of pipeline development, and technical review of projects/ programmes funding proposals and concept notes.
- Apply the Fund's investment criteria and other policies and guidance in the review of funding proposals and concept notes;
- Applies relevant operational policies to the Funded Activity Agreement (FAA) review/negotiation and post-approval process.
- Builds and capitalizes on lessons learned and good practices to optimize the pipeline review and post approval process.
- Enhance strategic partnerships with key stakeholders, including NDAs, AEs, DAEs, and other national and international entities

Requirements



- Master's degree in economics, environmental sciences, finance, sustainable development, project management or related fields or a Bachelor's degree and 1 additional years of professional experience;
- A minimum of 3 years of relevant professional experience in a relevant sector and/or experience in climate finance or developing climate finance projects in international / developing countries settings is highly desirable;
- Unquestionable integrity and adherence to the highest ethical standards.
- Excellent business writing and presentation skills; and
- Fluency in English is essential; proficiency in Portuguese or Spanish is preferred but not required;