



JPO JD Template

Position Title:	Readiness & Portfolio Management Officer
Department/Office/Unit:	OCIO-DAPAC
Reports To (Position Title):	Regional Manager (with day-to-day guidance from designated Portfolio Leads and Readiness focal points)
Grade level:	G

Department/team introduction and information

The Department of Asia and the Pacific (DAPAC) leads the Green Climate Fund's engagement across Asia-Pacific developing countries. Within DAPAC, the Pacific and Asian Small Island Developing States (SIDS), South East Asia and East and South Asia teams operate in a high-intensity, multi-stakeholder environment, managing both a growing Readiness portfolio and an expanding set of funded climate adaptation and mitigation projects. The teams work closely with National Designated Authorities (NDAs), Accredited Entities (AEs), Direct Access Entities (DAEs), Readiness Delivery Partners, and internal Secretariat divisions to ensure effective pipeline development, portfolio oversight, and implementation support.

Role Summary

The Junior Professional Officer will contribute substantive analytical, coordination and technical inputs to Readiness programming and funded project portfolio management across selected DAPAC countries.

Working under the supervision of a Regional Manager, the role will support portfolio quality, implementation oversight, and Readiness effectiveness through technical review of documentation, portfolio-level analysis, performance monitoring and structured analytical inputs into internal decision-making processes.

The position requires the application of climate finance, institutional capacity and project cycle knowledge to assess Readiness activities and funded projects, identify implementation risks or bottlenecks and support continuous improvement of portfolio performance across Pacific and Asian SIDS

Duties and Responsibilities

- Contribute to the technical review and quality assessment of Readiness Requests for Support, draft proposals, APRs, restructuring requests, and extensions, ensuring alignment with GCF Readiness objectives, country priorities, and Secretariat guidelines.
- Conduct portfolio-level analysis of Readiness and funded projects, identifying implementation trends, risks, bottlenecks, and performance issues to inform internal management discussions and oversight.



- Support monitoring of funded activities by reviewing APRs and implementation data, assessing progress against approved milestones, disbursement performance, and institutional capacity outcomes.
- Maintain and analyze portfolio and Readiness tracking tools and datasets to generate analytical inputs for internal reviews, management briefings, and regional portfolio oversight.
- Prepare analytical summaries, briefing notes, and issue papers that synthesize technical information for decision-making by Portfolio Leads, Regional Management and relevant committees.
- Support substantive coordination with AEs, DAEs, Readiness Delivery Partners, and NDAs by following up on technical queries, implementation issues and documentation gaps related to Readiness and funded activities.
- Contribute to knowledge management and learning by capturing lessons learned from Readiness implementation and portfolio performance with a focus on specific capacity and delivery challenges in the allocated sub-region.
- Provide analytical and technical support related to missions, regional initiatives and pipeline development, including background research and portfolio diagnostics.
-

Requirements

Education & Professional Qualifications

- Advanced university degree (Master's degree or equivalent) in climate change, environmental studies, economics, international development, finance, public policy, or a related field.

Relevant Experience

- A minimum of 3 years experience in climate finance, development finance, institutional capacity-building, or project/programme management, preferably within international organizations, development banks or donor-funded operations.
- Demonstrated exposure to project or portfolio monitoring, Readiness or capacity-building programmes, performance reporting or implementation oversight.
- Experience supporting analytical reviews of programmes or projects, including performance assessment, risk identification or documentation review is required.
- Experience working with SIDS, LDCs, and/or Asia-Pacific country contexts is highly desirable.

Technical & Functional Skills

- Ability to apply climate finance and development programming knowledge to assess Readiness activities and project implementation performance.
- Strong analytical skills, including the ability to interpret portfolio data, implementation reports and performance indicators to identify risks and trends.
- Experience preparing technical summaries, issue notes and analytical briefs for internal decision-making.
- Proficiency in Excel and portfolio tracking tools; ability to work with structured datasets and dashboards.

Competencies & Soft Skills

- Strong coordination and stakeholder engagement skills.
- Ability to operate effectively in a fast-paced, multi-stakeholder environment.



- Sound judgement and discretion in handling sensitive information.
- Proactive, team-oriented, and solution-focused approach.