



Internship with the Green Climate Fund *Office of Institutional Finance*

Terms of Reference

Duration	: 6 months	
Starting date:	July 2025	
Location	:	Songdo, Incheon City, Republic of Korea
Remuneration:	US\$ 1,300/month	

Internship Assignment

The Intern will provide analytical and operational support to the Office of Institutional Finance. S/he will have the opportunity to learn and expand her/his experiences by assisting in the management of the Green Climate Fund's (GCF) treasury operations, accounting, and enterprise resource planning activities. The intern may also assist the Deputy CFO with strategic initiatives and analysis.

Under the overall guidance of the designated primary and alternate supervisors within the Office of Institutional Finance, the Intern is expected to:

- a) Assist the Accounting team with year-end financial preparation
- b) Assist the Planning and Analysis team with budget management
- c) Assist the Treasury team with establishing a foreign exchange hedging program
- d) Assist the Treasury team with managing GCF's liquid asset portfolio
- e) Assist the Enterprise Resource Planning team with launching the Oracle platform and Kyriba Treasury Management platform
- f) Assist the Deputy CFO with strategic initiatives and analysis

Requirements and qualifications

- a) Enrolled in Master's program in business, finance, climate change, sustainability or related fields;
- b) Knowledge and experience with investments, financial institutions and/or climate change issues.
- c) Good understanding and experience in operations of international organization is an added advantage;
- d) Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Access;
- e) Excellent writing and presentation skills;



- f) Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.

Applications from women and nationals from developing countries are strongly encouraged to apply.