



**GREEN
CLIMATE
FUND**

Internship with the Green Climate Fund *DPSF*

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, operational and administrative support to the Division of Private Sector Facility (PSF). S/he will have the opportunity to learn and expand her/his knowledge and experience in climate finance by working alongside PSF task teams in appraisal of readiness grants proposals, concept notes and funding proposals. The intern would also assist in conducting pipeline and portfolio analytical work to support the PSF in remaining on track to meet GCF objectives. The intern may also assist in operational tasks such as assisting in the development of the GCF Private Investment of Climate Conference and road-shows with potential co-investors and market participants.

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

- a. Work alongside an experienced PSF task manager to assess concept notes submitted by GCF's Accredited Entities for climate impact and financial structuring.
- b. Support the review of funding proposals for climate investments in developing countries submitted by GCF's Accredited Entities, write assessments, and coordinate the internal review process.
- c. Support the assessment of Readiness grant proposals that provide technical assistance to public and private sector actors.
- d. Assist with operational activities such as coordinating the GCF Private Investment for Climate Conference (GPIC), PSF road-shows, etc.
- e. Undertake ad hoc research and pipeline and portfolio analysis work in support of GCF's private sector objectives for 2024-2027.

Requirements and qualifications

- a) Enrolled in Master's program in business, finance, investment, accountancy or related fields.;
- b) Knowledge and experience in financial modelling, underwriting, investments, and financial institutions and/or climate change issues.



- c) Good understanding or knowledge of the 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.