



Internship with the Green Climate Fund

Office of Governance Affairs

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 operational and administrative support to the Office of Governance Affairs. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the Board and governance affairs, including the preparation of Board meetings, Board documentation and multilateral governance.

Under the overall guidance of the designated primary and alternate supervisors within the Office of Governance Affairs, the Intern is expected to support:

- a) Board affairs management by:
 - Supporting activities relevant for the organization of Board meetings, including preparatory sessions and cross-Secretariat coordination;
 - Assisting with the organization, conduct and follow-up of Board consultations on policy items;
 - Supporting the publication of and information related to the Board on the GCF website and on the dedicated Board's library;
- b) Board meeting documentation, information disclosure and observers by:
 - Assisting with documents-related work generally, including the Board documentation process;
 - Supporting the review of applications for observer accreditation;
 - Supporting the preparation of responses to requests for information;
- c) Multilateral Governance of the GCF by:
 - Assisting with research on matters related to complementarity and coherence with other climate funds and other matters of multilateral governance and climate policy;
 - Supporting the development of the reports on COP guidance and the GCF report to the COP;
 - Supporting relationship management with key partners, including tracking of follow up actions and development of inputs for strategic engagement.

Requirements and qualifications



- a) Enrolled in Master's program in Politics, International Relations, Development, Environmental Studies, Governance, Diplomacy, Legal studies or related fields;
- b) Knowledge and experience in the climate or environmental fields or in international relations, including on multilateral affairs is an advantage
- 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.