



Internship with the Green Climate Fund *Office of the General Counsel*

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 the General Counsel. They will have the opportunity to learn and expand their experiences by providing assistance in either or both the institutional and the operations units of the Office of the General Counsel.

Under the overall guidance of the Associate Counsel and within the Office of the General Counsel, the Intern is expected to:

- a) research and analyse legal issues arising in the context of the GCF's administrative, corporate, institutional and operational activities;
- b) prepare high-quality first drafts of legal documentation, as may be appropriate, in all relevant legal fields as described under (a), above;
- c) collect information, data and documentation, including from peer institutions, actively participate in the preparation of knowledge management materials as well as carry out ad-hoc legal support tasks as may be required from time to time.

Requirements and qualifications

- a) Enrolled in or recently graduated a Master's or Juris Doctor program in public international law, financial law, environmental law or other relevant fields of law;
- b) Knowledge and experience in a law firm or in-house legal unit is considered an advantage but not a requirement
- 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, Spanish, and/or Portuguese is an advantage.



*The person assessed by the Selection Panel as most suitable for the position will be recommended. 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.