

## Legal Consultant

### South Korea

The Green Climate Fund (“the Fund”) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

The Fund will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

The Fund is governed by a Board, composed of an equal representation of developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. The Fund will pursue a country-driven approach in its operations.

The Legal Consultant will be based at the Fund’s headquarters in Songdo, Incheon City, Republic of Korea. The consultancy is for an initial two year period. This is a unique opportunity to be part of a start-up in international climate finance that offers stimulating challenges.

### Role

The Legal Consultant will report to the Office of the General Counsel and s/he will advise on institutional matters regarding governance, voting procedures, constituencies, eligible developing country Parties, establishment of NDAs and other issues that may come up. The consultant will also draft, review and negotiate contracts with accredited entities, suppliers, consultants and other service providers. In support of other business units in the Fund, the Consultant will advise and review documents on a variety of issues, including HR and ICT.

### Duties and responsibilities

Under the guidance of the Office of the General Counsel, s/he will be responsible for:

- Assisting in the preparation of all legal documents required by the Executive Director, Board, its committees, panels and teams and ensure they are coherent with best practice and the legal framework of the Fund;
- Preparing legal advice on the interpretation of statutes, treaties, contracts and other legal documents;
- Providing legal advice and drafting memoranda of understanding and contracts;
- Conducting due diligence in connection with institutional, administrative, contractual and other issues, including privileges and immunities, policies and procedures, membership matters, sanction procedures, information technology, intellectual property, personnel matters and governance questions;

- Keeping abreast of developments in the legal field especially in relation to multilateral finance and climate change law which might affect the Fund and prepare reports on relevant issues;
- Assisting in developing internal procedures for the various activities of the Fund;
- Assisting in developing legal arrangements with accredited entities and other counterparties of the Fund; and
- Assisting in rendering legal advice to other departments of the Fund.

#### Required experience and qualifications

- Juris Doctor, LLB, or equivalent law degree; qualification to practice law in at least one jurisdiction;
- Minimum 5 years of relevant experience with a law firm or in-house legal department of an international organization, government or private sector company;
- Experience in, or working with, developing countries;
- Capability to apply sound legal judgement to complex legal matters;
- Ability to draft and review legal texts;
- Good organizational skills;
- Analytical skills with creative solutions to legal challenges;
- Experience with prioritizing multiple assignments, meeting tight deadlines, and willingness to be flexible with a lean staff in a fast-paced environment;
- Ability to communicate effectively both within the organization as with other parties;
- Sensitivity to political, and respect for cultural, factors;
- Excellent written and oral communication skills in English are essential for this position; knowledge of another UN language an advantage;
- Suitability to undertake the responsibilities mentioned above at the required level, with the following:
  - (a) Proven application of expertise
  - (b) Able to act as a team leader when required, with supervision from the team head
  - (c) A team-player with a proactive and can-do attitude
- Experience in establishing strong working relationships with colleagues from different backgrounds and cultures; and
- **Applications from women and citizens from developing countries are strongly encouraged.**

The compensation benefits for this key consultancy will be internationally competitive and reflect the importance of the role.

Interested candidates, are required to send an email attaching their CV and a letter of interest in a single file to: [roster@gcfund.org](mailto:roster@gcfund.org)

File name: “[last name], [first name]” (e.g. Olsson, Anna)

Subject line: “Legal Consultant”

Please indicate your earliest availability to take up assignment, and notice-period required, if employed.

Shortlisting will start on 9 March 2015 and will continue until the position is filled.