



Donor Funded Staffing Program

TOR No:	2018-128
Title:	Knowledge and Policy Officer
Grade:	GF
Division/VPU:	GEF Policy & Operations, Global Environment Facility (GEFPO/GEFVP)
Duty Location:	Washington, DC
Appointment Type and Duration:	Two-Year Term Appointment

BACKGROUND

The Global Environment Facility (GEF) is a multilateral financial mechanism created in 1991 to provide grant and concessional funds to recipient countries for projects and programs that address biodiversity loss, climate change mitigation and adaptation, degradation of international waters, land and forests, ozone depletion, elimination or reduction of persistent organic pollutants and mercury, all within the framework of sustainable development.

The GEF unites 183 countries in partnership with international institutions, civil society (CSOs), and private sector to address global environmental issues while supporting national sustainable development initiatives. An independently operating financial organization, GEF is the designated financial mechanism for key international Conventions, including: Convention on Biological Diversity, Stockholm Convention on Persistent Organic Pollutants, UN Convention to Combat Desertification, UN Framework Convention on Climate Change (UNFCCC), and Minamata Convention on Mercury.

Since 1991, the GEF has achieved a strong track record with developing countries, providing \$14.5 billion in grants for over 3,600 projects in over 165 countries. Pledges for GEF activities in the sixth replenishment period (July 2014 to June 2018), is approximately \$4.3 billion.

The GEF Secretariat (GEFSEC), which coordinates the overall implementation of GEF activities has a staff of 80 professionals. The Policy, Partnership, and Operations (PPO) Unit of GEFSEC is the business unit, which is responsible for the development and implementation of the GEF's operational policies and guidelines.

DUTIES AND RESPONSIBILITIES

The PPO Unit is seeking to recruit a Knowledge and Policy Officer to work on its policy and knowledge management (KM) initiatives. The selected applicant will report to two senior professionals within the PPO unit and will be responsible for the following tasks:

For 50% of his/her time, contribute to updating or development of new GEF operational policies, including:

- Analyzing existing GEF operational policies, their implementation experience and outcomes, and recommend options to enhance those policies in line with international best practices.

- Coordinating consultations with the GEF Implementing Agencies, member countries and other stakeholders as part of the policy development/updating process.

For the other 50% of his/her time, contribute to strengthening the GEF's KM system, including:

- Improving the design of systems for the capture, analysis, synthesis and dissemination of lessons learned from the GEF portfolio. Contribute to analysis and synthesis of learning across the GEF partnership.
- Developing a GEF Document Management System to organize, catalogue and store GEF internal documents and other knowledge products for easy access, search and retrieval.
- Preparing, in consultation with GEFSEC staff and stakeholders, targeted KM products in support of the implementation of GEF-7 strategic directions.

Note:

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- Education: Master's degree with at least 5 years of experience, or equivalent.
- Excellent analytical and quantitative skills, relevant to areas of environmental science, natural resource management, sustainable development, international relations or equivalent.
- Experience in the implementation of knowledge management initiatives, including generation, capture and dissemination/sharing of knowledge and learning.
- Strong organizational, research, writing and oral presentation skills. Excellent oral and written communication skills in English are necessary.
- Proven ability to work in a team within a multicultural environment, capacity to show initiative and proactivity, and to function with limited supervision.
- Strong computer skills. Competency in software such as SharePoint, website design and data visualization tools and social media skills would be a major plus.
- Any field experience in developing countries would be of great value to the position.
- Enthusiasm and commitment to safeguard the global environment.