

## Climate Finance Coordinator

<b>Job Title:</b>	Climate Finance Coordinator (1)
<b>Grade:</b>	5
<b>Department:</b>	Programmes
<b>Reports to:</b>	Pillar Lead
<b>Direct reports:</b>	None
<b>Job Purpose</b>	
<p>The job holder is responsible for ensuring the smooth running of projects and general administrative functions within the climate finance and capital market pillars. This role will work directly support the pillar leader to ensure timely and high-quality support is provided to pillar teams and key partners. The Climate Finance Coordinator will collaborate with the other program and support teams to ensure all documentation is properly organized, presented, and filed. They will also work to maintain the pace of project planning, implementation, and overall pillar operations.</p>	
<b>Key Responsibilities / Duties / Tasks</b>	
<ul style="list-style-type: none"> <li>• Participate in developing the program strategy and contribute to designing climate finance specific program interventions .</li> <li>• Participate in identifying and developing a portfolio of implementing partners and projects that collectively positively impact climate finance.</li> <li>• Develop terms of reference for engaging external resources or consultants to assist in implementing climate finance projects.</li> <li>• Prepare concept notes and proposals for the Investment Committee (IC) and board as needed.</li> <li>• Update and archive the risk assessment for the climate finance pillar portfolio of projects</li> <li>• Assist in coordinating the Pillar’s contributions to program design and implementation, ensuring effective management of the pipeline and portfolio under climate finance.</li> <li>• Support implementing special (pre-mainstream, exploratory, or innovative) projects within the climate finance pillar.</li> <li>• Build and maintain relationships with implementing partners, consultants, and other stakeholders to ensure effective project implementation.</li> <li>• Participate in developing resourcing plans and budgets for respective projects, including negotiating and monitoring budgets.</li> <li>• Liaise with Procurement to monitor procurement plans for respective projects to ensure effective management of external resources.</li> <li>• Coordinate with the finance team to process payments, ensure proper budget utilization and reconciliation of program budgets.</li> <li>• Collaborate in preparing periodic program updates to the IC, funders and partners, including periodic reports and lessons learned.</li> <li>• Ensure collecting quantitative and qualitative data from project stakeholders, in accordance with the project plan and MRM framework; follow up as necessary to ensure accuracy and completeness.</li> <li>• Ensure that project measurement and intervention outputs/milestones achievement trackers are updated quarterly.</li> </ul>	

- Liaise with the MRM team to collate, analyze, and use quantitative and qualitative data and work with the Communications & Advocacy team to ensure effective dissemination.
- Support in monitoring, results management, and learning for projects being implemented; ensure objective analysis of results and appropriate corrective actions.
- Assist in maintaining the pillar(s) database, including key financial sector trends, risks, and opportunities to inform knowledge products and presentations.
- Support knowledge management activities such as developing blogs, research notes, etc.
- Liaise with the gender team to integrate gender in the program strategy and design targeted initiatives to promote women's participation and leadership in climate finance.
- Work with the gender team to incorporate gender-disaggregated data and gender-specific insights into the climate finance database to inform knowledge products and presentations.
- Collaborate with the gender team in integrating gender into the monitoring, evaluation, and learning processes to assess the differential impacts on women and men.

#### **Academic and Professional Qualifications**

- Master's or Bachelor's degree in Economics, Finance, Commerce, Accounting, or a relevant field
- A relevant professional qualification in Project Management is desirable
- A relevant professional qualification in Climate Finance is desirable

#### **Experience**

- At least five (5) years' relevant experience
- Experience and understanding of NGO regulations and policies.
- Experience in managing processes and analysing information
- Relevant experience in program management, or related areas.
- Experience in mainstreaming gender in programs.

#### **Skills / Competencies:**

- Understanding of climate change issues, finance mechanisms, and emerging innovations
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to manage multiple tasks and projects simultaneously
- Proficiency with Microsoft Office Suite and relevant data analysis software
- Strong organizational skills and attention to detail
- Ability to work collaboratively in a team environment
- Demonstrates high levels of integrity
- Quality work output, contributes to team success, initiating action, and applied learning
- Ability to communicate with both internal and external stakeholders
- Project management skills
- Strong formal presentation skills
- Strong writing skills

**How to Apply:** Interested applicants who meet the above requirements should submit their cover letter and CV, clearly stating the position "FINANCIAL MARKET

COORDINATOR” for which you are applying, to [jobs@fsdethiopia.org](mailto:jobs@fsdethiopia.org) before the end of the business day on July 11, 2024. Female candidates are highly encouraged to apply. Only shortlisted candidates will be contacted.

Note: FSD Ethiopia is an equal opportunity employer and welcomes applications from all backgrounds.