

 <p data-bbox="228 268 553 302">ADAPTATION FUND</p>	<p data-bbox="610 121 886 155">Position Description</p> <p data-bbox="610 203 1122 237">Intern – Operations/Communications</p> <p data-bbox="610 247 1057 281">Adaptation Fund Board Secretariat</p>
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BACKGROUND

The Adaptation Fund (AF) finances projects and programmes that help vulnerable communities in developing countries build resilience and adapt to climate change. The AF is an innovative financing mechanism set up by the Conference of Parties (COP) to the UN Framework Convention on Climate Change (UNFCCC). According to COP decision, the AF would “be financed from the share of proceeds on the Clean Development Mechanism (CDM) project activities and other sources of funding”. At the request of the COP, the GEF accepted the request to provide secretariat services to the Adaptation Fund Board on an interim basis.

During 2008 to 2009, the AF Board set up the strategic priorities and operational procedures of the Fund, including the ground-breaking direct access modality which allows vulnerable developing countries to access financing from the Fund directly, using an accredited National Implementing Entity. Since 2009, the AF Board secretariat has been staffed with dedicated personnel to assist the Board in operationalizing the Fund. Since becoming fully operational in 2010, the Board has committed US\$ 265 million in 45 countries.

This position will support the operation function of the secretariat. Specifically, providing support with database management, conducting data analysis to be included in reports to the Board, and assistance with accreditation applications.

DUTIES AND RESPONSIBILITIES

The intern will be part of the Adaptation Fund Board secretariat and report to the operations officer of the Adaptation Fund Board Secretariat.

The internship consists of assisting the designated supervisor in internal and external coordination, daily operations and administration. The position will expose the intern to many aspects of the AF’s operations.

Specific duties include:

1. Assist in preparing papers, documents and other assignments;
2. Assist in the upkeep of project management and reporting database; update the Adaptation Fund database on the International Aid Transparency Initiative (IATI)’s website
4. Assist as needed in the process of accreditation of national, regional and multilateral implementing entities: take minutes of meetings, maintain applications on workflow accreditation website, assist in setting-up application accounts via workflow, and upload documentation as needed.
5. Assist in the production of the annual performance report
6. Collaborate with the team on the AF’s Readiness Programme assisting in particular on logistics, as needed.

7. Under the supervision of Senior Communication Office: develop and maintain contact database; update and maintain e-newsletter; provide website updates; and other matters associated with communications activities

SELECTION CRITERIA

- A minimum of Bachelor's degree or upper classman with at least one year of part or full-time work experience
- Must have strong data management skills and basic statistics
- Experience with website maintenance or development a plus
- Proven ability to work in a team and intercultural environment, with minimal supervision.
- Excellent oral and written communication in English
- High degree of motivation, flexibility and reliability.
- Ability to think logically, creatively and to interact with others.

DURATION

The duration of the internship is six months

APPLICATION

Interested candidates should send a cover letter and resume to Dima Reda (dreda@adaptation-fund.org).

Oct. 2014