



ADAPTATION FUND

Adaptation Fund Short-Term Temporary Platform Coordination / Content Management

BACKGROUND

- The Adaptation Fund (the Fund) finances projects and programmes that help vulnerable communities in developing countries build resilience and adapt to climate change. The Fund is an innovative financing mechanism set up by the Conference of Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC). As of 1 January 2019, the Fund started serving the Paris Agreement.
- The Fund was the first climate fund to fully operationalize direct access to climate finance through which National Implementing Entities (NIEs) are able to directly access financing and manage all aspects of climate adaptation and resilience projects, from design through implementation to monitoring and evaluation.
- The Fund has a total of 132 concrete projects and programmes totaling US\$923 million that are currently under implementation in the following sectors: water management, disaster risk reduction, food security, agriculture, rural development, coastal management, urban development, ecosystem-based adaptation, and multisector projects, among others.
- The information on these projects and programmes is recorded on the Fund's website and the World Bank digital financial platform to facilitate the exchange of information with relevant stakeholders, keep transparency, and track all funding requests and pipeline status.
- The Adaptation Fund is seeking a Short-Term Temporary (STT) to provide support to the project and programme team in activities related to content management of the Fund's website and to assist in the coordination and data management of the financial platform. The STT will be supervised by the Fund's Senior Climate Change Specialist.

SCOPE OF WORK

The successful candidate will be expected to carry out the following duties and responsibilities:

1. Coordination and management of administrative tasks.
2. Creation and content upload to the website.
3. Maintenance and development of the website.

4. Data upload and management to the financial platform.
5. Work in close collaboration with the IT and communications team for content management.
6. Troubleshoot and diagnose system errors and implement solutions or liaison with specialists for problem resolution.

SELECTION CRITERIA

- Advanced student or recent graduate with a degree in mass media and communication, information communications technology (ICT), web design and development, or related disciplines; or economics, environmental science, natural resources management, environmental policy, development, or related disciplines.
- Ability to deal with sensitive or time-sensitive issues in a prioritized manner;
- Detail-oriented with the ability to deal with a large amount of data in a short time;
- Ability to work independently;
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly WordPress;
- Familiarity with the work of the Adaptation Fund would be an advantage;
- Previous experience carrying out administrative tasks would be an advantage.

HOW TO APPLY

- Interested applicants should email their CV and letter of interest by August 23rd, 2022, to the Adaptation Fund Board secretariat: afbsec@adaptation-fund.org. Please be sure to copy Saliha Dobardzic: sdobardzic@adaptation-fund.org, with a subject line: Short-Term Temporary Platform Coordination / Content Management
- Interviews will be conducted virtually.

FURTHER DETAILS

- Initial contract duration will be 20 days, with the possibility for extension.
- Estimated start is in August, 2022.
- Remote work-based