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Job Profile
Senior Advisor
Country Programme Management, Reporting and Evaluation
Global Green Growth Institute, Seoul

Reference No.: DK-

1. Preliminary

1.1. Short background:

The Global Green Growth Institute (GGGI) was founded on the belief that economic growth and environmental sustainability are not merely compatible objectives; their integration is essential for the future of humankind.

GGGI grew out of the green growth experience of the Republic of Korea. GGGI aims to create an international platform for evidence-based learning and policy innovation that helps to illuminate practical opportunities for country-led and industry-led progress on the twin imperatives of economic development and environmental sustainability.

GGGI is dedicated to pioneering and diffusing a new model of economic growth, known as "green growth," that simultaneously targets key aspects of economic performance, such as poverty reduction, job creation and social inclusion, and those of environmental sustainability, such as mitigation of climate change and biodiversity loss and security of access to clean energy and water.

GGGI is a new kind of international organization --- interdisciplinary, multi-stakeholder and driven by emerging and developing countries. It has been to maximize the opportunity for "bottom up" (i.e., country- and business-led) progress on climate change and other environmental challenges within core economic policy and business strategies.

The Institute is pursuing a three year institutional development plan, which includes building the necessary management team, expertise and country and institutional partnerships to realize its ambitious vision. GGGI has been initially structured as a non-profit foundation, but its aim is to convert into an international organization in accordance with an agreement among its major partner governments in 2012.

For more information on GGGI, see www.gggi.org

South Korea being the founder, Denmark was the first major international donor to support GGGI with a grant of 90 million DKK for the period 2011-2013. Recently, Australia has also decided to support the Institute.

1.2. Purpose of memo:

This memo describes the main tasks involved in the position and the qualifications requested from candidates to the job.

1.3. Expected composition of the selection committee:

Applicants for the position will be selected for interview by the Danish embassy following consultation with representatives from GGGI, who will also be represented at the job interview. MercuriUrval will participate in the process of appointment by conducting

personality tests and test interviews with the selected candidates, as well as taking part in the final interview. The final interview panel consists of a representative from the Danish Embassy in Seoul, a representative from the Danish Ministry of Foreign Affairs technical department, a representative from GGGI and the consultant from MercuriUrval A/S in charge of the recruitment process.

2. The Global Green Growth Institute (GGGI)

GGGI is looking for a senior advisor with experience in development cooperation management, donor reporting and consultation processes to advice on the design and implementation of appropriate systems and procedures for GGGI's collaboration with international partners and donors, and authorities in partner countries. Knowledge and experience with aid delivery and dialogue on country level and multi-donor reporting practices and systems would be an advantage.

The senior advisor will work closely with and give advice to ongoing and coming GGGI's country programs. GGGI's country work consists of green growth plan (GGP) analysis and design, domestic capacity building, and public-private partnership to support plan implementation. GGGI operates a tailored but consistent program for each country. During 2010, GGGI launched work in its first three countries: Brazil, Ethiopia and Indonesia. Work will continue in these countries during 2011 and begin in Kazakhstan, the United Arab Emirates, and Cambodia (see www.gggi.org).

The senior advisor will work with the international country program teams at GGGI to build important aspects of the organization's operational processes within the Country Green Growth Planning process and thereby strengthen sharing of information in the organization as well as management feed-back.

Upon agreement with the Management Committee, the senior advisor should propose and implement the necessary staff training in order to facilitate the development of the organization's capacity in these respects, e.g. within programme management, reporting and evaluation within the Country Green Growth Planning process

3. The Position

3.1. Title:

Senior Adviser – Country Programme Management, Reporting and Evaluation.

3.2. Place of work:

The senior adviser will be stationed in the Global Green Growth Institute Headquarters in Seoul. The Senior Adviser will refer to the GGGI Management Committee headed by the Executive Director

3.3. Terms of Employment:

A 2 year contract (secondment) will be offered. Attractive salary, allowances based on family status, pension allowance or full contribution to a pension scheme, and a broad insurance scheme. In addition, reimbursement of school fees, free housing, free moving of family belongings to and from the posting, and a grant for relocation.

3.4. Special conditions of the function:

Frequent travel activities to international meeting and visit to country programs should be expected.

3.5. Area of responsibility/tasks of the Senior Adviser:

- Conduct internal interviews in GGGI to map current project and programme management processes, collating existing project management tools and guidelines. Use these to identify gaps in the process of design, formulation, implementation and monitoring & evaluation of country programmes and make recommendations for how project impact can best be reported.
- Using external experiences and knowledge, advise on the make up and remit of the Donor Consultation Group. Produce a practical timeline for its formal creation and subsequent meetings / tasks.
- Using external experience and knowledge, advise on a possible Program Monitoring Review Unit and Independent Evaluation Team. Produce a clearly defined role, remit and suggested composition for proposed groups.
- In consultation with relevant staff members, produce a formal document outlining planning, tendering, contracting, monitoring, reporting and evaluation processes, (including relevant template documents) aimed at improving effectiveness, efficiency and accountability of country programmes in line with accepted international standards.
- Organise and implement appropriate roll out tools and staff training for agreed processes and advise on how to embed approach into GGGI working practices and culture and monitor its application going forwards.
- Consider and address GGGI's identification and assessment of cross-cutting issues (gender, human rights, anti-corruption, etc). Produce recommendations around at what stage in the project cycle and through what means GGGI should conduct an assessment of cross-cutting issues. Oversee the dissemination of the agreed approach to relevant staff members.

4. Demand Profile/qualifications

4.1. Requirements and expectations concerning the candidate's formal qualifications:

- Relevant post-graduate degree preferably in more than 15 years
- Extensive experience with development cooperation and project management.
- Significant knowledge of donor practices and expectations regarding reporting and consultation.
- Solid experience working within international development assistance
- It is an advantage with experiences working with private sector, climate change issues and aspects of green growth development.
- Fluent in English.

4.2. Requirements and expectations concerning the personal qualities of the candidates:

- High flexibility, open for new ideas and challenges and enterprising
- Ability to work and communicate in a multi-cultural environment
- Good capacity to deal with complex and open-ended processes,
- Strong skills in inter-cultural communication, coaching and learning

5. Recruitment procedures

5.1. How do you apply

Information about the **mandatory** application procedure can be found at: www.danidajob.dk. Reference number **DK-xxx** should be stated in the application.

5.2. Deadline for applications: xxx 2012 at 9:00 (CET)

5.3. Preliminary Interviews and Personal Evaluation: Week x (xx-xxMarch 2012).
MercuriUrval will conduct a personal evaluation of selected candidates.

5.4. Language test: The Ministry of Foreign Affairs has decided that all candidates called in for interview - except for those to whom the relevant language is mother tongue - shall be language tested in Denmark in the working languages of the duty station (English).

5.5. Presentation to the Appointment committee: xxMarch 2012 in Denmark.

5.6. Decision: A decision is expected during week x.

5.7. Expected Commencement: Mid 2012.