

**Title:** Banking Project Coordinator

**Duration:** 12 months between 1 September 2018 – 31 August 2019

**Contract Type:** Consultant

**Duty Station:** **Geneva**

**Work location:** **Geneva (please ignore incorrect information in Inspira job ad)**

Tasks and Responsibilities:

As Project Coordinator in the UNEP FI Banking Team you would support the design and implementation of UNEP FI’s work program with its member banks. Specifically, the Project Coordinator would be responsible for:

**Project Management:**

* Helping to manage the collaboration and communication with the global groups of banks involved in the development of *Principles for Responsible Banking*, the TCFD Pilot and further initiatives/projects as they develop
* Managing and providing guidance to external experts involved in these initiatives/pilot projects
* Managing collaboration and consultation with relevant external stakeholders

**Development of new Projects and Initiatives:**

* In collaboration with UNEP FI’s thematic teams and regional coordinators developing new projects and initiatives to support UNEP FI’s member banks and advance sustainability in the global banking industry

**Governance and Membership Engagement:**

* Preparing in-person and virtual meetings of UNEP FI’s banking governance body – the Banking Committee – and delivering follow-ups
* Managing consultation processes with the UNEP FI membership

**Communication and Outreach:**

* Preparing communications materials (press releases, social media content, briefs and presentations, etc.) on UNEP FI banking initiatives, projects and work program
* Coordinating joint press releases, launches and media campaigns with UNEP FI member banks and other stakeholders
* Reaching out to and informing UNEP FI member banks and relevant stakeholders
* Updating the UNEP FI banking webpage and creating content for various communication channels, such as the UNEP FI newsletter
* Managing the banking membership and stakeholder database

**Content Preparation for UNEP FI Flagship Events:**

* Developing agendas for banking-related sessions at UNEP FI flagship events (Global Roundtable and Regional Roundtables) as well as events with UNEP FI involvement
* Identifying and liaising with speakers and preparing briefings

**Knowledge and Tool Development:**

* Overseeing and contributing to research related to sustainable finance and to the development of new methodologies and approaches

Skills and Qualifications:

Skills: The candidate should have proven ability to manage multiple projects and activities simultaneously and in an organized and timely manner. He or she should be able to work independently and have strong problem-solving abilities. Furthermore, the candidate should have a track record of delivering consistently high quality as well as strong analytical and conceptual skills.

Work experience: A minimum of five years of progressively responsible work experience, ideally in the area of sustainable finance. Experience working in/with banks is required as well as experience working in international contexts. The candidate should have successfully manged complex, ideally multi-stakeholder, projects. Previous work experience in the UN system is an advantage. Experience working in communications is a plus.

Qualifications: Advanced university degree (Master’s degree or equivalent) in economics, finance, environment, international relations, development or a related filed. A first-level university degree in combination with additional relevant work experience may be accepted in lieu of the advanced university degree.

Languages – English is the working language of the Secretariat. For this position, excellent English communication skills, written and verbally are required. Fluency in other languages is considered an asset.

**Please submit your online application by Monday, 6th August 2018:** <https://careers.un.org/lbw/jobdetail.aspx?id=100191>

If you have any questions, feel free to get in touch with Simone Dettling (simone.dettling@un.org).