

Shape the Future of Sustainable Finance



Fund Administration & Climate Finance Analyst

Are you passionate about climate finance, development funding, and creating measurable impact? We are seeking a highly analytical and driven **Fund Administration & Climate Finance Analyst** to support the acquisition, structuring, administration, and monitoring of climate finance and development funding programs.

This is an exciting opportunity to contribute to transformative initiatives funded by global climate mechanisms and development partners while helping drive sustainable growth and positive environmental impact.

Key Responsibilities

Research & Pipeline Development

- Conduct research on global and regional climate and development funding opportunities.
- Maintain an up-to-date database of funding facilities and donor programs.
- Identify and profile emerging climate finance and blended finance opportunities.

Proposal & Program Support

- Support the preparation of funding applications, concept notes, and donor proposals.
- Assist in structuring and documenting funding programs and facilities.

Financial & Impact Analysis

- Develop financial models and funding scenario analyses.
- Perform impact assessments and project performance evaluations.
- Support investment and funding decision-making through analytical insights.

Monitoring, Evaluation & Reporting

- Support Monitoring, Evaluation and Learning (MEL) frameworks.
- Collect, analyse, and report programme performance data.
- Prepare dashboards, presentations, and reports for management and funding partners.

Governance, Risk & Compliance

- Ensure adherence to donor, regulatory, and institutional requirements.
- Maintain accurate and audit-ready project documentation.
- Support compliance reviews, risk assessments, and audit processes.

Stakeholder Coordination

- Engage with internal teams, development partners, donors, and technical stakeholders.
- Support effective programme implementation and reporting requirements.

What We Are Looking For

Qualifications

- Bachelor's Degree in Finance, Economics, Environmental Studies, Development Studies, Or a related field

Advantageous

- Postgraduate qualification in Sustainable Finance, Climate Policy, or Development Economics
- Professional training in Climate Finance, Monitoring & Evaluation (MEL), or Project Management

Experience

- Minimum 3 years' experience in Fund administration, Resource mobilization, Climate finance, Development programme analysis
- Experience working with donor-funded or climate-related programmes will be an added advantage.
- Knowledge of blended finance structures and impact reporting.



To Apply, follow the link:

<https://forms.cloud.microsoft/r/eR1N5QsZ3J>

Closing Date: **19th October 2026**

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