



POSTING TITLE: Consultant to assist with the “Towards Global Partnerships” Resolution

Chief of Staff Team, Government Relations

LOCATION: New York, NY

POSITION SUMMARY

In support of the UN Global Compact’s Government Relations function, a short-term (until 31 December 2021) consultant is sought to provide substantive assistance during negotiations of the “Towards Global Partnerships” Resolution.

DUTIES AND RESPONSIBILITIES

Under the guidance of the project lead, the consultant will assist with the following tasks:

- Follow “Towards Global Partnerships” Resolution-related meetings and prepare summary notes including during intergovernmental negotiations of the resolution.
- Coordinate the internal meetings on the “Towards Global Partnerships” Resolution.
- Provide support to the facilitator of the “Towards Global Partnerships” Resolution and ensure timely responses to various other requests received on the resolution.
- Perform other duties as required.

RESULTS EXPECTED

Ensure timely and effective substantive and logistical support to the Secretariat for the negotiations of the resolution this year.

COMPETENCIES

Communications: Skilled writer with strong analytical capabilities

Client Orientation: Superb interpersonal skills and proven experience coordinating complex projects requiring inputs from a large number of external stakeholders

Technology: Experience working with various software and digital tools to compile, analyze, and communicate research findings

CORE VALUES:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree (Bachelors or equivalent) preferably in business administration, management, communication, sustainability, international relations or related field is required.
- Minimum of two (2) year of relevant experience in project/programme management, administration, communication or relationship management. Experience working on intergovernmental related issues is preferred, and understanding of partnerships for the achievement of the 2030 Agenda is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to **hrinquiries@unglobalcompact.org** with the subject heading “**Consultant, Government Relations Unit**”:

1. Cover Letter
2. Resume/CV

Foundation for the Global Compact

Consultant Opening | Consultant, UN Relations Unit



3. Writing sample (format is flexible; please provide a document that has not been edited by other parties and which demonstrates strong written policy analysis)
 - Applications will be accepted until **11 October 2021**.
 - Given the anticipated volume of submissions, only highly qualified candidates will be contacted.
 - No phone calls or unsolicited emails outside of the submission process.

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