



Posting Title: Consultant to assist with development of the “Towards Global Partnerships” Report

Chief of Staff Team, UN Relations

Location: Remote/Flexible

POSITION SUMMARY

In support of the UN Global Compact’s UN Relations function, a short-term (Maximum 6 month) consultant is sought to provide project coordination assistance to develop a report on “Enhanced cooperation between the United Nations and all relevant partners, in particular the private sector.” Prepared by the UN Global Compact on a biennial basis for the UN Secretary-General’s Office, the Report will provide an updated view of key trends and developments, policy challenges and opportunities relating to cooperation between the United Nations and external entities.

DUTIES AND RESPONSIBILITIES

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

- Design UN and Member State survey(s) and interview questions
- Prepare a target list of survey respondents and coordinate outreach
- Distribute surveys and schedule interviews/group discussions
- Follow-ups to ensure timely responses and high response rates
- Administer surveys, facilitate interviews and discussion groups
- Consolidate/Synthesize survey and interview findings into key themes: challenges, opportunities, concrete partnership examples, important policy proposals
- Assist with initial drafting of report as well as related materials conveying research findings (slide decks, talking points for UNGC leadership, etc.)
- Coordinate review and revision process involving Internal UNGC stakeholders, UN partners, and EOSG

RESULTS EXPECTED

Ensure the timely submission to the Secretary-General’s Office of a report of highest quality providing insightful analysis and constructive recommendations to enhance the impact and scope of UN-business partnerships

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 one (1) year of relevant experience in project/programme management, administration, communication or relationship management. Experience working on issues related to corporate sustainability is preferred, and understanding of sustainability especially as it relates to UN-business collaboration 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

Foundation for the Global Compact

Consultant Opening | Consultant, UN Relations Unit



- Please include the following materials in your e-mail submission to **hrinquiries@unglobalcompact.org** with the subject heading “Consultant UN Relations Unit”:
 1. Cover Letter
 2. Resume/CV
 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 16 April 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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The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.