

Temporary Consultant – Programmes

POSTING TITLE: Consultant, Programmes

LOCATION: Remote (New York)

DURATION: Mid December* – March 2022

POSITION SUMMARY – Consultant, Programmes

The Foundation for the Global Compact is seeking a temporary consultant for 3 months to support the UN Global Compact's Programmes Unit on programme policy, engagement and management. Reporting to Head, Programme Policy, the Consultant will work closely with Manager, Programme Policy and Manager, Programme Engagement to support programme issue area implementation and coordination.

DUTIES AND RESPONSIBILITIES

- Contribute to and support key priorities on programme development, operationalization documents and weekly report-outs on programme priorities.
- Support the effective roll out of new UN Global Compact delivery channels of the programmatic portfolio and support administrative tasks and coordination across key units.
- Support overarching programme team needs including inputs to programme contents, engagements, web and communications materials and other processes. Provide support to timely data collection and report-out of programme related activities, metrics and internal requests.
- Support the preparation of meeting documents and presentations and ensure follow-up of outcomes and decisions.
- Provide support to Head, Programme Policy and Programmes Management team with strategic operations, administrative priorities and special projects.
- Perform other duties as required.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in business, international affairs, development or a related field.
- Project management and/or communications experience.
- Proficiency in English is essential (full command on both spoken and written).
- Familiarity with corporate sustainability desirable.

RECRUITMENT PROCESS

- Please include the following materials in your email submission to UNGC1@unglobalcompact.org with the subject heading “**Consultant, Programmes**”:

Foundation for the Global Compact

Job Opening | Consultant, Programmes



1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **10 December 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.

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.