

I. General Information

Title: Consultant, Regional Events and Initiatives
Office: Bangkok Regional Hub, UN Global Compact (Remote working)
Reporting Officer: Regional Head, Bangkok Regional Hub

II. Responsibilities and Expected Results

The Consultant on Regional Events and Initiatives is responsible for supporting effective coordination of regional events connected to prioritised regional initiatives in the Asia & Oceania Region

As a special initiative of the Secretary-General, the United Nations Global Compact is a call to companies everywhere to align their strategies and operations with Ten Principles in the areas of human rights, labour, environment, and anti-corruption, and report annually on their progress. The UN Global Compact operates 62 Local Networks globally, including 14 in the Asia & Oceania Region.

In 2021, the UN Global Compact launched a new strategy which focuses on scaling measurable business impact on key global issues, ranging from climate change to human rights, and increasing corporate accountability. The ambitions of this strategic shift require programmatic partnerships between Local Networks with effective coordination and delivery of regional programs and events.

The Consultant on Regional Events and Initiatives working through the Bangkok Regional Hub will be responsible for coordinating and implementing events, interactions, engagements connected to initiatives run regionally and liaising closely with Local Networks in the Asia & Oceania based on regional priorities.

Duties and Responsibilities:

- Liaise with the Local Networks in the Asia & Oceania region, Global Operations, Communications, Events and Marketing teams in HQ and provide coordination support to the roll-out of regional events and initiatives.
- Work with the Regional Head of the Bangkok Regional Hub and Local Networks in the Asia & Oceania region to lead on the organisation of regional and key local events and initiatives that include:
 - Peer Learning/Regional Thematic Info Circles (Webinars) to deep dive into various topics relevant to the region (e.g. Human Rights, Climate Change, Sustainable Finance best practices, cross-sector partnerships, etc.)
 - Support Networks' participation in key HQ level flagship events including gathering and disseminating information from HQ to Networks, answer questions and act as a bridge between the HQ and the Networks
 - Support regional flagship events led by Networks and regional meetings that lead to peer interactions, exchange of good sustainability practices
 - Provide miscellaneous event support including developing agenda, identifying speakers, supporting Networks in managing attendee list, develop social media messages to promote events, other remote as well as in-person support
- Suggest topics that are of interest to the region as well as to participating companies for exchange of lessons and information

- Support regional programmatic tracks including UNGC Accelerators and work closely with Accelerator leads to develop impact reports on Accelerators for assessment and fundraising purposes
- Find relevant experts to organise and take part in suggested events.
- Develop a Regional Activity report and communications for the Asia & Oceania region to provide an overview of regional activities and showcase best practices among the private sector.
- Generate, build and nurture relationships with each Local Network to ensure effective communication and cooperation between them.
- Develop a regional –newsletter so that there is clear flow of information between Networks and HQ
- Support the Regional Head on miscellaneous Networks partnerships and collaborative activities.

IV. Expected Results

- Delivery of quarterly thematic Info Circles
- Increased rate of regional partnerships between the Asia & Oceania Local Networks
- Increased Asia & Oceania Local Networks participant engagement in regional events
- Increased company conversions from non-communicating to active status
- Annual Regional Activity report
- Regional Communications
- Regional coordination, collaboration and community building

V. Qualifications

- Sustainability Knowledge: Knowledge of Sustainable Development Goals (SDGs) and its relationships with business.
- Expertise working in the Asia & Oceania region, especially on corporate sustainability and SDGs
- Communication skills: Demonstrated communication skills, attention to detail, including tailoring language, tone, and content to various audiences. Knowledge of event promotion and creative writing skills.
- Language skills: Fluency in English (required) and another Asian language (preferable).
- Planning and Organising: Efficient planning and organisational skills, including experience in project coordination and event planning. Demonstrated ability to multitask and work to tight deadlines.
- Teamwork: Works collaboratively with colleagues to achieve the UN Global Compact and Local Network goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Supports and acts in accordance with the group's decision, even if those decisions do not entirely reflect their own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- 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

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

- EXPERIENCE REQUIREMENTS: 3-5 years of working experience
- EDUCATION: 3-5 years of relevant work experience; Relevant advanced degree in Events, Business, Non-Profit Management, Sustainability, Political Science, social science or related field preferred
- Proficiency in Excel, PowerPoint, Word, Microsoft Teams/SharePoint and Zoom. Knowledge of Salesforce is desirable.

RECRUITMENT PROCESS

Please include the following materials in your email submission with the subject heading
“Consultant - Regional Events and Initiatives Consultant” to localnetworks@unglobalcompact.org,

- Cover Letter
- Resume/CV.

Please submit your application by **25 September 2023**.

We reserve the right to close this vacancy early if we receive a high volume of suitable applications. Therefore, if you are interested, please submit your application as early as possible. Only successful candidates will be contacted.