

Posting Title: Consultant, SDG Innovation Accelerator for Young Professionals

Location: Shanghai, China

POSITION SUMMARY

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 12,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to advance sustainable development. Central to the UN Global Compact's strategy are the nearly 70 Global Compact Networks around the world, driving business implementation of the UN Global Compact's Ten Principles and the Sustainable Development Goals at the national and regional levels.

The Consultant will primarily have responsibilities with respect to the rollout and implementation of the SDG Innovation Accelerator for Young Professionals in China.

The Consultant will also be responsible for localizing, developing, implementing, measuring and improving the SDG Innovation Accelerator Program for Young Professionals to suit corporate needs in China and provide programmatic service to businesses in the area of SDG Innovation.

The SDG Innovation Accelerator for Young Professionals is an opportunity for participating companies of the UN Global Compact to empower young talent within their organizations to collaborate and accelerate business innovation towards the Sustainable Development Goals (SDGs). This nine-month programme activates future business leaders and changemakers to develop and drive innovative solutions through new technologies, initiatives, and business models and deliver on their company's sustainability objectives.

Candidates should have exceptional communication and collaboration skills, coordinate projects with acute attention to details, be an effective team player and be a super user across a range of productivity tools and applications. This position will report to Head, China office of UN Global Compact and work closely with accelerator program colleagues in New York. The consultant will be located in Shanghai, China.

DUTIES AND RESPONSIBILITIES

- Provide administrative support to track, coordinate and ensure progress on the roll-out of the SDG Innovation Accelerator for Young Professionals in China
- Serve as the focal administrative point for internal and external program stakeholders (innovators, facilitators, companies etc.)
- Coordinate, connect, nurture and support programme participants to ensure active engagement, robust networking and timely updates to generate collective impact
- Lead the delivery of presentations about the SDG Innovation Accelerator for Young Professionals to external audiences (e.g. funders, donors, sponsors, participating companies)



- Coordinate the successful implementation of the accelerator among participating companies through effective communication and timely information sharing via the Local Network Hub, Slack and other communication tools
- Assist with the guidance and support of the Global Operations team in the development and implementation of programme monitoring tools, which will include, but not be limited to, the data collection, analysis and reporting on programme outcomes and indicators
- Support the China office head in navigating partnerships at the country level, helping to identify strategic opportunities around SDG Innovation and find solutions to challenges as needed
- Participate in capacity building and training activities for successful delivery of the accelerator
- Manage budgeting and spending for this particular program
- Organize local events both online and in-person to advance SDG innovation Accelerator program and drive participant recruitment
- Provide input to speech writing and drafting talking points and prepare slides on SDG Innovation
- Translate and develop necessary associated materials to engage Chinese audiences for participation and accelerate their corporate actions
- collaborate across internal functions involving Participant Engagement, Marketing, Events, and Communication teams to incorporate the concrete plans on SDG Innovation for lead generation, participant recruitment, fund-raising, thought leadership and impact enhancement as an important segment of the programmatic design

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

Education: Bachelor's degree in international relations/development, business administration, public administration or related field

Foundation for the Global Compact

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Experience: A minimum of two years of work experience. Experience working with office-based and productivity digital solutions and database management tools is desirable.

Language: Excellent command of verbal and written communication in English and Chinese is essential.

RECRUITMENT PROCESS

Please include the following materials in both Chinese and English in your e-mail submission to chinahr@unglobalcompact.org with the subject heading “**Consultant, SDG Innovation**”:

1. Cover Letter
2. 2. Resume/CV
3. Applications will be accepted until **9, December 2022**.
4. Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.