Posting Title: Consultant, Gender Equality Program (1st April 2022– 31 March 2023, extendable)
Department/Office: China Operations
Location: Shanghai, China

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POSITION SUMMARY

Consultant, Gender Equality Program will be working under China Operations team and responsible for strategically planning and executing the gender equality related accelerators and programmes in China to systematically take into account the Global and China Strategy, corporate demands, and international and national priorities. The Consultant will be taking the overall responsibility for developing programmatic offerings, rolling out programmes as planned, engaging participants, supporting new recruits, creating programmatic contents, measuring progress, evaluating programmatic results, and reporting on the progress and outcomes. The Consultant additionally needs to collaborate with internal and external stakeholders to achieve the success of the programmes as well as the impact of programmatic work of the UNGC. The role will support the membership growth plan and help engage more businesses from China committed to the global corporate sustainability movement and take collective actions towards the goals set forth in the 2030 Sustainable Development Agenda. The Consultant, Gender Equality Program will reports to Head, China Office of UN Global Compact.

DUTIES AND RESPONSIBILITIES

- Develop and execute a programmatic strategy and plan in the area of gender equality catering for the Chinese market and national priorities based on corporate actual needs.
- Support and localize global programmes and initiatives in the areas of gender equality into Chinese market, translate and develop associated materials to engage Chinese audiences for participation and accelerate their corporate climate actions.
- Lead the execution of Target Gender Equality Accelerator program in China. Track, monitor and report on progress.
- Work across internal functions involving Participant Engagement, Marketing, Events, Communication teams to incorporate the concrete plans on gender for lead generation, participant recruitment, fundraising, thought leadership and impact enhancement as an important segment of the programmatic design.
- Lead on external presentations, take speaking opportunities and facilitate workshops on the topic of gender equality.
- Develop and manage the programme development, operationalization documents, implementation timelines, and regular reports on programmatic progress under gender equality portfolio.
- Liaise with internal and external key stakeholders, including internal function teams, Local Networks, and partners to collaborate on development, roll-out and improvement of gender programmes and tools in China.
- Coordinate, connect, nurture and support programme participants to ensure active engagement, robust networking and timely updates to generate collective impact to advance gender equality.
- Organize thematic event to deepen stakeholder engagement.
- Research and analyze to generate inputs and contents to be incorporated into the programmatic materials in both on-paper and electronic formats. Lead the draft of reports undergender themes.
- Plan and execute the budget plan for delivering the programmes, and ensure the alignment of the programmatic implementation with the financial plan.
- Plan, manage and follow up measurement, monitoring and evaluation processes to ensure the effective programmes with expected deliverables, and execute calibration actions whenever deviations occur.
- Collect, manage and analyze the data, feedback and metrics collection to generate programmatic documents for internal reporting and review.

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Utilize, distill and organize programmatic outcomes and deliverables to develop the gender equality subject training materials to support Academy and other capacity building and training plans.

- Manage the preparation of meeting minutes, summary reports, presentations and other written documents needed for implementing the programmes.
- Provide substantial input to speech writing and drafting talking points and prepare slides on gender.
- Manage the administrative tasks and coordination associated with the climate programmatic implementation.
- Perform other tasks as assigned.
- Approximately 15-20% travel intensity.

**RESULTS EXPECTED**

Overall, the Consultant will be responsible for designing, localizing, developing, implementing, measuring and improving gender equality subject programmes to suit corporate needs in China and provide programmatic service to businesses for accelerating the collective climate actions. The results expected may include the increased number of participants participated in gender related programmes and utilized tools, new Chinese prospects and recruits into the UNGC as members, tangible deliverables and reports developed in the area of gender, and the measurable impacts of the programmes.

**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**

The successful candidate must meet the following requirements:

- **Education:** Master’s degree (or international equivalent) preferable in human rights, public policy, business administration, management, or related field. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

- **Work experience:** 5-7 years of progressively responsible experience in gender equality and corporate governance and/or project management is required. Experience on stakeholder relations and engagement is desired.

- **Knowledge and experience working on corporate sustainability (Environmental, Social and Governance issues) with a focus on social sustainability (gender equality, human rights or labour rights) in a multi-culture organization. First-hand experience working in and/or pragmatic understanding of both public and private sectors is a strong desirable.

- **Outstanding writing skills in both English and Chinese. Experience in writing programmatic documents and presentations is desirable.”

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- Strong communication, inter-personal and time management skills are a must.
- Strong facilitation and public speaking skills are desirable.
- Well-organized, result-oriented, multi-tasking work ability and team-player.
- Languages: Fluency in English and Chinese is required.
- Self-driven, can-do, eager-to-learn, self-adaptiveness and details-oriented attitudes.
- Proficient in Microsoft Office software and virtual conference technology.

COMPETENCIES:

- **Professionalism**: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

- **Planning & Organizing**: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Teamwork**: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Communication**: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Accountability**: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

RECRUITMENT PROCESS

- **Job Duration**: Initial 12 months with possibility of extension based on performance review.
- **Probation Period**: Max 3 months.
- **Please include the following materials in both English and Chinese in your e-mail submission to ungc.china@unglobalcompact.org** with the subject heading “Consultant, gender equality”:
  1. Cover Letter
  2. Resume/CV
  3. Portfolio on past programmatic achievements (highly recommended)

- Applications will be accepted until **27 March 2022**.
- **Expected start date**: 1st April 2022 (negotiable).
- This is a consultant opportunity with Foundation for the Global Compact.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted for interviews. No phone calls or unsolicited emails outside of the submission process.

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