POSTING TITLE: Consultant, Regional Events and Initiatives (12 months)
LOCATION: Dubai Regional Hub, UN Global Compact (Remote working)

POSITION SUMMARY

The Consultant, Regional Events and Initiatives is responsible for supporting effective coordination of regional events connected to prioritised regional initiatives in the Middle East 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 69 Local Networks globally, including 4 Networks in the Middle East Region namely in the UAE, Saudi Arabia, Jordan, and Lebanon.

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, Regional Events and Initiatives working through the Dubai Regional Hub will be responsible for coordinating and implementing events connected to initiatives run regionally and liaising closely with Local Networks in the Middle East based on regional priorities.

DUTIES AND RESPONSIBILITIES

- Liaise with the Local Networks in the Middle East region, Global Operations, Communications, Events and Marketing teams in HQ to support the roll-out of activities for regional events and initiatives.
- Work with the Regional Manager of the Dubai Regional Hub and Local Networks in the Middle East to lead on the organisation of regional programmatic 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.)
  - Open Houses events to actively recruit companies, by working with key partners such as Chambers of Commerce and Local Networks Board Members in the Middle East.
  - Communication on Progress (CoP) training to support companies’ retention converting companies from “non-communicating” status to “active”.
- Suggest topics that are of interest to the region as well as to participating companies.

Please, no phone calls or unsolicited e-mails outside of the submission process.
• Find relevant experts to organise and take part in suggested events.
• Develop a Regional Activity report and communications for the Middle East 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.

RESULTS EXPECTED
• Delivery of quarterly CoP trainings
• Delivery of quarterly Open House events
• Delivery of quarterly thematic Info Circles
• Increased rate of regional partnerships between the Middle East Local Networks
• Increased Middle East Local Networks participant engagement in regional events
• Increased company conversions from non-communicating to active status
• Annual Regional Activity report
• Regional Communications

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.

QUALIFICATIONS:
• Sustainability Knowledge: Knowledge of Sustainability agenda and its relationships with business.
• Expertise working in the Middle East region
• Communication skills: Demonstrated communication skills, attention to detail, including tailoring language, tone, and content to various audiences.
• Language skills: Proficiency in English (required) and Arabic (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.

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**Foundation for the Global Compact**

Consultant Opening  | Consultant, Regional Events and Initiatives

- **Teamwork:** Works collaboratively with colleagues to achieve the UN Global Compact and Local Network Middle East 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.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- **EXPERIENCE:** 2-4 years of working experience
- **EDUCATION:** A first-level university degree in marketing, business administration, management, economics, political science, social science or related field.
- Proficiency in Excel, PowerPoint, Word, Microsoft Teams/SharePoint and Zoom

**RECRUITMENT PROCESS**

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Consultant, Regional Events and Initiatives”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 9 September 2022
- 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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