Posting Title: Consultant, Gender Equality

Contract Term: 9 months (maternity leave cover)

Location: New York, NY

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POSITION SUMMARY

The United Nations Global Compact is the world’s largest corporate sustainability initiative with over 23,000 participating companies in over 160 countries and 65 Local Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with Ten Principles in the areas of human rights, labour, the environment and anti-corruption.

The Foundation for the Global Compact seeks a highly motivated Gender Equality Consultant who can support the development and implementation of gender equality and social sustainability initiatives at the UN Global Compact.

This position is located under the Programmes team in New York and reports to the Senior Programme Officer, Programmes, working closely with the Manager, Gender Equality, the Senior Manager, Strategy, Operations & Impact, Programmes and the Social Sustainability team.

DUTIES AND RESPONSIBILITIES

The Gender Equality Consultant will be responsible for the following duties:

- Participates in the development, implementation and evaluation of issue area work on gender equality, including in collaboration with Global Compact Country Networks around the world; monitors and analyzes programme development and delivery of gender programme portfolio; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions.
- Performs country and regional level consulting assignments, in collaboration with Global Compact Country Networks, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information and global trends related to gender equality, social sustainability and business gathered from diverse sources.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems and prepares conclusions.
- Prepares various written outputs such as background papers, policy briefs and analytical briefs, sections of reports and studies, and inputs to publications.
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- Participate in and provide substantive support to global and local consultative and other meetings. This includes proposing agenda topics, identifying participants, and preparing documents and presentations.
- Undertakes outreach activities in collaboration with Local Networks; conducts training workshops, seminars, etc.; makes presentations on gender equality, social sustainability and other related topics/activities.
- Participates in field missions, including for the provision of guidance to external consultants, government officials, participating companies, gender experts, drafts mission summaries and other relevant documents.
- Coordinates activities related to budget and prepares related documents/reports.
- Performs other duties, as required.

COMPETENCIES
- Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized fields. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct 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. 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; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- 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.
- 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.

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.

Please, no phone calls or unsolicited e-mails outside of the submission process
● **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**

- An advanced university degree (Master's degree or equivalent degree) in business administration, management, economics or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of five years of progressively responsible experience in project or programme management related to gender equality and social sustainability is required.
- Experience working with the private sector on gender equality is required.
- Experience in corporate sustainability, especially as it relates to collaboration between business/private sector and the United Nations, or other similar large international organizations, is required.
- Experience managing strategic alliances, outreach and resource mobilization on business and gender equality issues is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

**RECRUITMENT PROCESS**

- Please include the following materials in your email submission to **UNGC1@unglobalcompact.org** with the subject heading “Consultant, Gender Equality”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 5 July 2024.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

Applicants must be authorized to work in the United States. The Foundation for the Foundation for the Global Compact does not sponsor work visas.

*Please, no phone calls or unsolicited e-mails 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.

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