TITLE: Consultant, Government Engagement  
LOCATION: New York  
TYPE: Full-time: 7 months (until end of November 2024)

POSITION SUMMARY
Under the overall direction of the Chief of Government Relations and Africa, working closely with government relations colleagues, the Consultant will provide substantive support to the Government Relations and Africa team in activities related to the intergovernmental negotiation process of the UNGA “Towards Global Partnerships” resolution, as well as other government engagement activities and reporting to government donors.

ROLES AND RESPONSIBILITIES

Intergovernmental Negotiation Process of the UN General Assembly “Towards Global Partnerships” Resolution
- Assists in the intergovernmental negotiation process of the UN General Assembly “Towards Global Partnerships” resolution, including designing a survey for Member States, and conducting interviews. Analyzes survey data and synthesizes findings from surveys and interviews.
- Provides support to the team during the Towards Global Partnership Resolution negotiations as required. Takes notes during the negotiations and drafts reports throughout the negotiation process.

Government Engagement
- Provides support in other government engagement activities, such as intergovernmental meetings and strategic UNGC events and flagship events. Prepares materials for strategic meetings: prepare briefing notes, draft summaries, memos, slide decks and speeches, conduct surveys and analyze data collected.

Support to Government Reporting
- Supports reporting efforts to meet donor requirements: upon guidance, gets inputs for reports, drafts reports for donors, update excel sheets, review agreements, track progress. In addition, s/he provides operational, logistical and programmatic support to chief GRA and team, senior management and other UN Global Compact staff in engagement with governments and interaction with various stakeholders.
- Perform any additional duties to support the team.

RESULTS EXPECTED:
• Supports the team’s efforts in preparation for and during the intergovernmental negotiations of the UN General Assembly “Towards Global Partnerships” resolution
• Drafts reports throughout the negotiation process
• Designs survey for Member States, analyzes data, and synthesizes survey findings
• Deliver high-quality outputs in a timely manner
• Upon direction gathers inputs to fulfill donor requirements, reviews team inputs for reports, and drafts reports for government donors to support of government donor relations efforts

EDUCATION

• Advanced university degree from an accredited institution in a technically relevant area. In lieu of an advanced university degree, a first university degree (Bachelor or equivalent) plus at least four (4) additional years of relevant professional experience over and above the minimum number of years of experience requirement may be considered
• Areas - international development, international relations, political science or other job-related field

EXPERIENCE

• At least five (5) years of relevant experience working with governments, in outreach and liaison and/or any resource mobilization activities
• Three (3) years in a multicultural organization or national organization providing support on a global scope
• Experience in intergovernmental negotiations in the UN System is strongly desirable
• Position-specific experience: working with/in the UN System is strongly desirable

LANGUAGES

• English required
• Arabic, French or Spanish desirable

SKILLS

• Project management: highly organized, ability to prioritize activities and assignments
• Advocacy: Know-how in advocacy, to maintain and promote constructive dialogue around UN Global Compact’s vision to external actors
• Partnership building: Ability to formulate new approaches or identify new opportunities to build relationships with both traditional and non-traditional partners, focusing on impact and results
• Resource mobilization: Know-how in government resource mobilization strategies and/or experience in fundraising
• Problem solving: Strong systematic and structured thinking, ability to identify and dissect problems into components and formulate a comprehensive set of creative viable and sustainable solutions and strategies
• Verbal communication: Clear, succinct and convincing verbal communication; highly professional, balanced and diplomatic language
Written communication: Clear, succinct and convincing written communication in the language needed for specific role; highly professional, balanced and diplomatic language (e.g. for drafting of position papers, briefings, etc.)

Digital: Good knowledge of digital tools such as Asana

Diplomatic skills: Great interpersonal and diplomatic skills.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Consultant, Government Engagement”:

1. Cover Letter
2. Resume/CV

Applications will be accepted until 19 April 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 Global Compact does not sponsor work visas

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.