POSTING TITLE: Consultant - Regional, Latin America and the Caribbean

LOCATION: Remote (Regional Hub, Panamá)

LENGTH OF CONTRACT: 12 Months (June 2022 - May 2023)

POSTING DEADLINE: May, 23th 2022

Overview
It is a priority within the United Nations Global Compact Strategy 2021-2023 to strengthen existing Local Networks which are at varying levels of maturity with a view to rendering all Networks capable of securing participant growth and delivering on impactful programming. One of the several means to this end is the deployment of Shared Network Services (SNS) at the regional level, under the administration of the Regional Manager through the Regional Hub.

In Latin America and the Caribbean region, a budget was approved to be spent in the SNS for 2022. Dialogues were established across the fourteen existing Local Networks during the last quarter of 2021. These conversations led to the definition of five projects of interest, supported by all Local Networks.

One of the five projects defined was named: Supporting the Accelerator. The project seeks to provide the necessary operational and technical support identified by the Local Networks and the leaders of Accelerators for the upcoming edition of each of the programs.

To achieve this, we are looking for a consultant that will aid the organizations in the management of these programs and in answering the companies’ queries.

POSITION SUMMARY
The consultant we are seeking is a professional with strong organizational capacities, a history of coordinating virtual and in-person events and competency in data analysis.

It is of great importance that the consultant is familiar with the sustainability standards and the Global Compact Principles outlined by the United Nations. Working experience with the Global Compact Office or in one of the Local Networks within the LAC region is preferred.

Working language fluency in both Spanish and English is required (written and spoken). Portuguese is beneficial.

The consultancy is expected to last up to 12 months, starting the 1st of May.

DUTIES AND RESPONSIBILITIES
- Manage the onboarding in the Academy (Pacto Global academic tool) at regional level for all the companies participating in the above mentioned Accelerators.
- Manage the agenda of the workshops, create invitations, track participants, send reminders and emails.

- Support technical consultants in answering all the questions that arise during the projects.

- Analyze aggregated data from tools and surveys developed throughout the programs, imparting resulting information and insights to the corresponding country/countries.

- Coordinate with Global Office teams to ensure that all materials are available in Spanish and adapted to the local context.

- Send certificates of participation and official letters from the executive director of the Global Compact

- Assist with other situations and operational needs that arise throughout the development process of the Accelerators.

- Leave installed capacity in the Local Networks through developed guides, manuals and trainings

- Analyze, alongside the TGE team and local networks, the additional training needs of companies participating in the Accelerator. Propose additional technical sessions for strengthening the programs

- Conduct/ Review the survey to evaluate level of satisfaction of the participating companies and summarize & compile responses

EXPECTED DELIVERABLES

- Reports on each country and on each Accelerator that are to be composed from the surveys conducted throughout the programs.
- 3 guides on operational processes
- Report on the additional training needs in the Target Gender Equality Accelerator

COMPETENCIES

● Communication:
  o Excellent oral and written communication, interpersonal and collaborative skills.
  o Ability to interact with a diverse set of businesses
  o Ability to effectively communicate with a highly multicultural network

● Planning and Organizing:
  o Identify high-priority activities, adjusting plans as required;
  o Allocate the appropriate amount time and resources for completing work;
  o Foresee issues and allow for contingencies;
  o Monitor and adjust plans as necessary; use time efficiently;

● Client Orientation:
Establishes and maintains productive partnerships with Local Networks by building respectful and mutually trustworthy relations;
- Keeps Local Networks informed of the status of the projects, including periodic updates on advances and/or setbacks;
- Meets timeline for delivery of products or services to client;

- **Advanced proficiency in key digital tools**
  - Ability to manage digital tools such as eLearning tools
  - Advanced proficiency in essential communications and reporting tools (Excel, PowerPoint, Word)
  - Proven experience in data analysis, able to extract insights from the surveys conducted

**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.

**RECRUITMENT PROCESS**

- Kindly apply by May 23th 2022
- Please include the following materials in your email submission to perezg@unglobalcompact.org with the subject heading: Accelerators Coordinator, LAC SNS 22
  - Cover Letter
  - Resume/CV
- A competitive interview process will be conducted throughout May
- Expected start date: June 2022.