

Posting Title: Consultant - Leadership Dialogues, Programmes

Location: Flexible

POSITION SUMMARY

The UN Global Compact is the world's largest sustainability initiative with over 15,000 participating companies in 163 countries and 69 Local Networks around the world. The strategic ambition of the Global Compact is to accelerate and scale the global collective impact of business by upholding the Ten Principles (in the areas of human rights, labor, environment, and anti-corruption) and delivering the Sustainable Development Goals through accountable companies and ecosystems that enable change. The United Nations Global Compact is supported by the Foundation for the Global Compact, a U.S.-based non-profit that exists solely to provide vital financial, operational and programmatic assistance to the work of the UN Global Compact.

The Foundation for the Global Compact is seeking a Consultant for approximately six months to lead the coordination of global, regional and local leadership dialogues. These leadership dialogues will help support companies and stakeholders in navigating business leadership in times of crisis, in particular in the current context of conflict, climate change, COVID-19, and economic uncertainty.

These dialogues and supporting resources aim to:

1. Provide a convening platform (both public and Chatham House) for business leaders to discuss complex and sensitive societal issues facing businesses today, at the global, regional and local levels.
2. Support the UN Global Crisis Response Group on Food, Energy and Finance through information and resources on private sector leadership and partnerships.
3. Identify key insights for business action on crisis response and recovery.

DUTIES AND RESPONSIBILITIES

Reporting to the Senior Manager, Governance and Peace, the Consultant will work across units, including Programmes, UN Relations and Global Operations, and with Global Compact Local Networks to support this work, including through:

- Managing leadership dialogue series, including coordinating across thematic issue leads and units to deliver project outcomes.
- Developing and coordinating project plans and timelines across units, and serving as the point of contact internally and externally.
- Coordinating and executing sessions for flagship events, including liaising with speakers/participants and supporting briefing materials.
- Developing a toolkit to support Global Compact Local Network-led discussions, including a template agenda, materials and thematic discussion questions.

- Supporting the coordination of regional and/or local discussions and compiling key insights.
- Working with UN Relations to develop and provide input into the Global Crisis Response Group on Food, Energy and Finance.
- Developing resources, drafting content and publishing key findings.
- Supporting the research and strategy development of future leadership programmes.

RESULTS EXPECTED

- Execution of leadership dialogues hosted through UNGC flagship events and the Academy
- Development of a toolkit to support regional and local discussions
- Publication of related resources and key insights
- Landscape research

COMPETENCIES

- Excellent oral and written communication, interpersonal and collaborative skills:
 - Ability to develop written materials for diverse audiences.
 - Ability to interact with a broad set of stakeholders, including businesses, both virtually and in person
 - Ability to effectively communicate with a highly multicultural network
- Proven delivery of results:
 - Delivers clear results to goals defined within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required.
 - Foresees issues and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.
- Strong project management, multitasking, and decision-making skills:
 - Self-starter. Solid organizational skills including attention to detail. Results-oriented attitude.
 - Ability to manage multiple projects and priorities in a changing environment o Proven critical thinking, decision-making skills, and problem solving skills.
- Works in diverse teams and across geographies:
 - Works collaboratively with colleagues in different teams to achieve organizational goals.
 - Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

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

- Minimum 5 years of relevant work experience. Experience working on issues related to corporate sustainability is preferred and understanding of sustainability especially as it relates to UN-business collaboration is desirable (while not required, familiarity with one or more of the following topics will be considered: humanitarian response; food security; energy security; sustainable financing for development; human rights due diligence; conflict prevention/peacebuilding).
- First degree or bachelor's equivalent.
- Exceptional organizational, planning, and project management skills with demonstrated ability to manage multiple projects or activities and coordinate collaborative work processes involving multiple stakeholders.
- Demonstrated ability to prepare executive level written and oral materials.
- Proficient in Microsoft Office (PowerPoint, Excel, Word, Outlook), Google Suite, Slack.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages is desirable.

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading "**Consultant Leadership Dialogues, Programmes**":
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until 6, July 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.

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.

Foundation for the Global Compact

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