



Posting Title: Sustainable Infrastructure Action Platform – Senior Advisor (17 August 2020– 16 August 2021, extendable)

Location: Shanghai, China

POSITION SUMMARY

The Senior Advisor, Sustainable Infrastructure Action Platform under China Operations team will play a leadership role in strategizing and managing the “Sustainable Infrastructure for the Belt and Road Initiative to Accelerate the SDGs” Action Platform (referred as Action Platform below) and serve as the Deputy Secretary General of the Action Platform Secretariat. The senior advisor will also support designing and strategizing the overall program offering to participants in China and broader Asia Pacific region.

The Senior Advisor reports to Head, Asia Pacific Networks of UN Global Compact/Secretary-General of the Action Platform Secretariat.

DUTIES AND RESPONSIBILITIES

- Support the secretary general on the strategy and implementation of the Action Platform. Develop the strategy and work plan for the Action Platform to ensure sustainability of the Action Platform and its projects.
- Responsible for action platform participant recruitment, program design, fund-raising, consultation and activities organization, project implementation and output production and communications.
- Lead the coordination and communicate with the high level steering committee members, institutional partners and other key stakeholder partners and high level leaders to build strong network and collaborative relationships at both global and national level.
- Prepare key briefing documents and other relevant background materials and summary report of the Action Platform and make presentations.
- Lead the process of establishment of Global Expert Group in different infrastructure sector in consultation with partners and organize regular workshops and discussions.
- Lead the delivery of Action Platform benefits to participating companies at varied levels.
- Partner with Outreach and Engagement Manager on outreach, communications and formation of new partnerships for the Action Platform and UN Global Compact to constantly engage key stakeholders and scale up impact with targeted stakeholders.
- In addition to the Action Platform, play crucial role to support Head, Asia Pacific Networks on designing and strategizing the overall program offering to participants in China and broader Asia Pacific region. Responsibilities include but not limited to the prioritization, development, localization and execution of UN Global Compact programs work including Action Platforms, Academy courses, Global Impact Initiatives etc.



- Keep regularly up to date with Programs team in New York and cascade/translate/adapt content for use in China to drive company' impact in the BRI investment and global operations.
- Provide substantial support in designing and organizing outreach activities, recruitment campaigns and strategic events for the Action Platform and UN Global Compact's work on Ten Principles and SDGs.
- Delivering Action Platform program and academy related trainings. Participates in and makes presentations on assigned topics/activities.
- Contributes to the preparation of various written outputs, including draft background papers, analytical notes, and sections of reports, studies and publications.
- Perform other tasks as assigned;
- Approximately 10% travel intensity.

RESULTS EXPECTED

Overall, the Senior Advisor will manage and ensure the success and sustainability of the sustainable infrastructure action platform, engaging participating companies and high level stakeholders for pragmatic collaboration and partnerships. Lead the design and implementation of concrete projects and deliverables of the Action Platform to maximize its positive impact to achieve the SDGs. He/she will play an instrumental role in strategizing overall program delivery of the UN Global Compact in Chinese market under the supervision of Head, Asia Pacific Networks. A menu of concrete offerings of programs of UNGC in China is expected to be established and clearly defined with strong value proposition. Growing number of companies will join the Action platform with Flagship pilot sustainable infrastructure project integrating the ten principles established with measurable impact on the SDGs.

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

The successful candidate must meet the following requirements:

- **Education:** Master's degree (or international equivalent) preferable in the international relations, public policy, Asian studies, economics or business administration or related field. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.
- **Work experience:** 8-13 years of progressively responsible experience in program/project management, stakeholder engagement and partnerships building is required, including minimum 6 years' experience leading project implementation.
- **Strong knowledge and experience working on corporate sustainability** (Environmental, Social and governance issues) in a multi-culture organization. Experiences on network management and resource mobilization for international organizations and not-for-profit organizations is desirable.
- **Outstanding writing skills** in both English and Chinese. Experience in writing executive summary and policy documents are desirable.
- **Strong communication, inter-personal and time management skills** are a must.
- **Well-organized, result-oriented, multi-tasking work ability and team-player.**
- **Languages:** Fluency in English and Chinese is required.
- **Self-driven, can-do, eager-to-learn and details-oriented attitudes;**
- **Proficient in Microsoft Office software and virtual conference technology.**

COMPETENCIES:

• **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with 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.

• **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

• **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.

• **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.

•**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

RECRUITMENT PROCESS

- Job Duration: Initial 12 months with possibility of extension based on performance review;
- Please include the following materials in both English and Chinese in your e-mail submission to ungc.china@unglobalcompact.org with the subject heading "Senior Advisor-Sustainable Infrastructure AP":
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until 31, July 2020.
- Expected start date: August 17, 2020 (negotiable);
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted for interviews. No phone calls or unsolicited emails outside of the submission process.

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