Posting Title: Africa Strategy Consultant

Team: Intergovernmental Relations & Africa

Location: Remote/Flexible

Duration: 3 months

POSITION SUMMARY

In support of the UN Global Compact’s (UNGC) Government Relations function, a short-term consultant is sought to provide project coordination assistance to the strategic planning of Africa Strategy, which aims at accelerating the contribution of sustainable business to the UN 2030 Agenda and the AU Agenda 2063.

The consultant will act as a project coordinator, supporting the team both in a project management and an administrative role. The strategic process will be divided into 5 initial sprints with the aim to develop a comprehensive document and funding proposal for a revised UNGC Africa Strategy.

DUTIES AND RESPONSIBILITIES
Under the guidance of the project lead, the consultant will assist with the full revision of the Strategy, including the following tasks:

- **Stakeholder interviews**: Coordinates and conducts online interviews with key stakeholders, including high-level Government, UN, private sector and civil society representatives; Drives the administrative coordination of the stakeholders’ interviews (stakeholder outreach and correspondences, scheduling of meetings, coordination of calendars/schedules); Prepares notes and minutes of the interviews as required and summarizes outputs;
- **Policy engagement plan**: Leverages interview outputs to inform key topics for policy engagement in Africa, incl. policy impact goals, targets and policy positions; conducts research to determine ingoing African policy priorities & landscape of policy engagement efforts; engages with UNGC staff, Governments, companies, Local Networks to shape policy engagement plan;
- **Programmatic development**: Leverages interview outputs to inform key needs of members and business case for corporate sustainability; Helps identify prioritized programs for UNGC’s work in Africa and value proposition for African companies;
- **Funding and Resources**: Helps generate comprehensive funding overview (incl. prospects); Works with UNGC teams to gather latest models for Africa LN growth, revenues; Performs gap assessment on skills / capabilities needed vs. current state; Assists in drafting a donor proposal and fundraising plan;
- **Communication**: Assists in crafting a comprehensive storyline for the Africa strategy & launch; Crafts communications materials for companies and other key stakeholders.
RESULTS EXPECTED

Ensure the timely completion of all deliverables, including conducting the stakeholder interviews and providing significant input into the finalized Africa Strategy document and donor proposal.

COMPETENCIES

Communication: Excellent writing skills with strong analytical capabilities; Excellent communicator, experienced in conducting meetings and interviews; Ability to tailor language, tone, style and format for high-level stakeholders

Project Management: Superb interpersonal skills and proven experience coordinating complex projects requiring inputs from a large number of external stakeholders

Organization skills: Experience in administrative support including coordination of correspondence and scheduling of meetings with external stakeholders; Excellent time management skills, efficient in meeting commitments and deadlines

Technology: Experience working with various digital tools to conduct online interviews and surveys, and compile, analyze, summarize and communicate findings

Knowledge in African development: Deep understanding of the political and business environment of African countries (e.g. previous experience in working on related development issues, Agenda 2030, Agenda 2063)

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

● First degree (Bachelors or equivalent) preferably in business administration, management, communication, sustainability, international relations or related field is required.

● Minimum of three (3) year of relevant experience in project/programme management, administration, communication or relationship management. Experience related to corporate sustainability is essential; experience related to African development is essential; Experience related to corporate sustainability in Africa and multi-stakeholder partnerships is desirable;

● Proficiency in English is essential (full command on both spoken and written). Knowledge of French is an asset.

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**

Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Consultant Africa Strategy”:

1. Cover Letter
2. Resume/CV
3. Writing sample (format is flexible; please provide a document that has not been edited by other parties and which demonstrates strong written policy analysis)

- Applications will be accepted until **27 May 2021**.

- 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.