

Foundation for the Global Compact

Consultant Opening | Consultant, Global Compact Academy (Global Operations)



POSTING TITLE: Consultant, Global Compact Academy (Global Operations)

LOCATION: Flexible location but Europe, Africa or Asia is preferred

POSITION SUMMARY

The United Nations Global Compact is the world's largest sustainability initiative with over 17,000 participating companies in over 160 countries and 65 Local Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with Ten Principles in the areas of human rights, labour, the environment and anti-corruption.

The Academy is the UN Global Compact's digital learning platform helping corporate professionals around the world increase the knowledge and skills needed to accelerate sustainable business practices at scale.

The Foundation for the Global Compact is recruiting a consultant (12 months) to play a key role in learning experience development and delivery, digital engagement, regional expansion, and community growth projects for the UN Global Compact Academy.

DUTIES AND RESPONSIBILITIES

- Support Academy and Accelerator course development (asynchronous and synchronous), project and production plans, translation, and evaluation mechanisms.
- Support the development of regional delivery strategies and learning experiences to increase access, translation, programme customization and the development of context specific programmes aligned with regional priorities.
- Pilot digital community concepts and tools to enable peer-to-peer learning and engagement.
- Support the development of Academy participant relations and related promotional material; including presentations, email campaigns and social-media tool-kits.
- Support the team's input to digital transformation, and management of the UN Global Compact Academy LMS, our digital learning management system, designed to manage, deliver and track all Academy learning activities and participant interactions.
- Stay abreast on trends in learning and skills development practices, corporate sustainability performance, good practices and key frameworks.
- Broker relations strategic partners and organization to explore opportunities for engagement and partnerships.

QUALIFICATION

- Minimum 2 years of relevant work experience

- First degree or bachelor' in business administration, management, or related fields
- Exceptional organizational, planning, and project management skills with demonstrated ability to manage multiple projects or activities and coordinate collaborative work processes involving multiple stakeholders
- Ability to work proactively in an ambitious and dynamic environment
- Exceptional written and oral communication skills in English are required. Spanish and/or French is desired.
- Experience in creating communication, marketing, and/or fundraising materials.
- Technical experience leveraging digital tools like Asana (or other PM tools), Slack, Google Suite, and Microsoft Office. digital and productivity applications and tools.
- Some experience with learning management systems and basic html preferred.

Core Values:

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; 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 behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

Competencies:

Professionalism: Knowledge of relevant UN Global Compact issue areas and workstreams; 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; remains calm in stressful situations.

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 honours 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; and takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

RECRUITMENT PROCESS

Please include the below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading “**Consultant – Global Compact Academy**”:

- Cover letter
- Resume/ CV

Applications will be accepted until 2 December 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.

Given the anticipated volume of submissions, we will likely only contact select candidates.