

Posting Title: Consultant, Gender Equality

Location: Remote/Flexible

Duration: July 2021 – October 2021 (4 months contract, potential for extension)

Position Summary:

The UN Global Compact is the world's largest sustainability initiative with over 11,000 participating companies in 163 countries and 69 Local Networks around the world. It enables and supports companies across all sectors, geographies and sizes in their efforts to help meet the Sustainable Development Goals. Today, 75% of the companies that participate in the UN Global Compact have implemented activities to advance the SDGs.

The strategic ambition of the Global Compact is to accelerate and scale the global collective impact of business by upholding the Ten Principles and delivering the SDGs 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 Consultant will be responsible for supporting the successful rollout of “Target Gender Equality” – an accelerator programme supporting businesses to set and meet ambitious targets for women's representation and leadership. The initiative is rolled out at the country level in collaboration with Global Compact Local Networks in over 40 countries across all regions.

Candidates should have exceptional communication, writing and collaboration skills, coordinate projects with acute attention to detail, be an effective team player and be proficient across a range of platforms and applications with a keen interest to keep learning.

This position is an entry-level opportunity, and is remote with preference to be located within a country currently implementing Target Gender Equality ([full list here](#)) or in a country of a regional hub of the UN Global Compact in Panama, Bangkok, Pretoria or Dubai. However, all candidates are encouraged to apply regardless of current location or preference.

Duties and Responsibilities:

- Coordinate the development and design of the Target Gender Equality Newsletter, including the gathering of case studies and regular webpage updates
- Support Global Compact Local Networks' implementation of Target Gender Equality with necessary supportive material
- Organize and update internal channels and hubs of communication and sharing of material
- Coordinate translations across all related programmatic material
- Draft and edit briefing notes, talking points, slide decks and other material

- Curate content for social media including the Target Gender Equality LinkedIn Group
- Research across topics related to gender equality including organizing database on stats and key messages
- Contribute to the organization of events

Qualifications:

- First degree or Bachelors in business administration, communications, international relations, social sciences, management or related field
- At least 1 year of relevant work experience
- Demonstrated strong project management skills, problem-solving abilities and proactive attitude
- Proficiency in Microsoft Office, Google Suite, Slack and Salesforce are required. Further design, communications and social media skills are an asset.
- Experience in monitoring and evaluation is an asset.
- Experience working in gender equality or other area of sustainability and working with Global Compact Local Networks and/or UN agencies are assets.
- Proficiency in English is essential, especially in writing.
- Knowledge of other languages is highly desirable.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hrrinquiries@unglobalcompact.org with the subject heading “Consultant, Gender Equality”:

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 **8 June 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.