

## **Job Posting**

### **“Experienced Corporate Sustainability Expert”**

#### **UN Global Compact Consultancy (24 Months)**

*13 February 2014*

#### **I. General information**

---

- Assignment: UN Global Compact (Global Compact LEAD)
- Duty Station: New York
- Duration: 24 Months

#### **II. Supervision**

---

- Deputy Director, UN Global Compact
- Head of Global Compact LEAD, UN Global Compact

#### **III. Background**

---

Global Compact LEAD is the UN Global Compact’s leadership platform with approximately 60 multinational business participants representing all geographical regions and a great variety of business sector. LEAD was launched in 2011 by the UN Secretary General. The objectives are to i) challenge and support participating companies in further integrating corporate sustainability into leadership and governance structures, ii) provide leadership and inspiration among the Global Compact’s 8,000 business participants and 100+ Local Networks, and iii) help shape the global corporate sustainability ‘architecture’, including the global sustainable development goals and the broader post-2015 development agenda. In addition to the important work related to the post-2015 development agenda, current LEAD projects include an innovative new program targeting boards of directors, collaboration with investors on ‘communicating sustainability’ and ‘short-termism’ and promoting and piloting more effective partnerships between the UN and business.

#### **III. Duties and responsibilities**

---

Under the guidance of the Deputy Director and the Head of Global Compact LEAD, duties and responsibilities for the new position may include:

- Support the continued strategic development of Global Compact LEAD as an integral part of the UN Global Compact;
- Work closely with companies to design and implement projects that promote stronger collaboration among LEAD companies and that challenge and support LEAD companies in further integrating corporate sustainability in to management and governance structures.
- Design, plan and execute LEAD meetings and events across all regions of the world.
- Promote and support the engagement and leadership of LEAD companies across the UN Global Compact’s issue platforms and working groups;

- Support the dissemination of LEAD company experiences and insights among the broader universe of Global Compact participants and Local Networks and promote stronger engagement of LEAD company subsidiaries in Local Networks;
- Broker relations between LEAD participants and the UN Agencies, Funds and Programmes to explore individual opportunities for engagement and partnership;
- Strengthen links and collaboration with Principles for Responsible Investment (PRI) and Principles for Responsible Management Education (PRME);
- Deliver speeches and presentations representing the Global Compact and LEAD at various international and national events;
- Prepare and contribute to various reports and publications on Global Compact LEAD and the broader UN Global Compact;
- Coordinate activities related to budget and funding of projects and initiatives. Develop progress reports and prepares related documents and reports for the Foundation for the Global Compact, Global Compact Trust Fund donors and the Global Compact Board.

#### **IV. Qualifications required**

---

**Education:** Advanced university degree (Master's degree) in economics, political science, international relations, public administration or related fields.

**Experience:** A minimum of five years of progressively responsible experience in corporate sustainability and project management. Experience from working within or in close collaboration with companies with advanced corporate sustainability practices is a strong advantage. Relevant experience and familiarity of emerging markets are desired.

**Language:** Excellent communications and drafting capabilities in English. Knowledge of another UN official language is an advantage, but not a requirement.

#### **V. Competences**

---

**Professionalism:** Expertise on a broad variety of corporate sustainability concepts and leadership practices; Solid understanding of the challenges and opportunities for multinational companies related to sustainable development; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Writes clearly and effectively for a business audience; 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.

**Teamwork:** Works collaboratively with colleagues to achieve the Global Compact's 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; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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

**Client Orientation:** Considers all Global Compact stakeholders to be “clients” and seeks to understand issues from the clients’ point of view; establishes and maintains productive partnerships with all Global Compact stakeholders by gaining their trust and respect; identifies their needs and matches them to appropriate solutions; monitors ongoing developments to keep all stakeholders informed of progress; meets deadlines.

## **VI. Application Process**

---

- Email cover letter, resume and list of three references to [jobposting@unglobalcompact.org](mailto:jobposting@unglobalcompact.org) with “Application for experienced corporate sustainability expert” in subject line.
- Review of candidates will begin 13 March 2014. Applications will be accepted on a rolling basis until the position is filled.
- Only candidates selected for an interview can expect to be contacted.