

**UN Global Compact
Consultant Vacancy Announcement
Programmes Team – Sustainable Finance**

Contract dates: January 21, 2020 – July 20, 2020 (6 months)

Under the guidance of the Chief, Programmes and Senior Manager Sustainable Finance, the consultant will support the Global Compact with programme on Sustainable Finance. This includes:

- Provides substantive and administrative support in the development, implementation and evaluation of the Global Compact’s work in the areas of Sustainable Finance;
Specifically supports the following deliverables:
 - Sustainable Finance event at World Economic Forum in Davos, January 2020
 - Delivery SDG Investment Forums, Indonesia in April and Australia in May 2020
 - Development of the CFO Taskforce and in-person meeting, June 2020

- Carries out outreach activities and recruitment campaigns for the Global Compact’s work on Sustainable Finance, with a view to further mobilize and engage companies in support of Global Compact Sustainable Finance workstreams and specialized platforms on Sustainable Finance and sustainable development goals.
Specifically supports the following deliverables:
 - Develop a recruitment strategy to reach 40 companies by June 2020
 - Develop a database of prospective companies and CFOs by March 2020

- Undertakes research on corporate sustainability topics and related sustainable development goals under a Sustainable Finance perspective which vertically applies to all SDGs. Activities include collecting, analyzing and presenting data and other information gathered from diverse sources.
Specifically supports the following deliverables:
 - Research cross-sectoral Corporate Finance expertise for CFOs meetings (Quarterly)

- Provide substantive support for programmes including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies, and materials for key UN processes.
Specifically supports the following deliverables:
 - Prepare Sustainable Finance briefing for UN initiatives such as GISD and SDG impacts (Quarterly)

- Supports, informs and contributes to the preparation of various written outputs such as background papers, project proposals, analytical notes
Specifically supports the following deliverables:
 - Publications for Sustainable Finance Action Platform, SDG Investment Forums, Sustainable Stock Exchange (SSE) initiative and Global Compact deliverables on Sustainable Finance

- Works in cooperation with the Global Compact Sustainable Finance Team and with key external partners and stakeholders to support and identify collaborative opportunities for Sustainable Finance workstreams:
Specifically supports the following deliverables:
 - Facilitating webinars, teleconferences, and events for the CFO Taskforce and working group (Quarterly)

- Provides support to annual meetings, workshops, and conferences related to Global Compact's Sustainable Finance workstreams
Specifically supports the following deliverables:
 - multi-annual Action Platform meetings
 - prepare notes for meetings and calls of the organizing committee
 - conduct outreach to potential participants and partners
 - assist with the development of communications materials, resources and deliverables
 - handle the coordination of logistics, registration and participant management
 - lead the development of the outcome report

- Support in cross-function activities with other teams within the Global Compact such as PMO (Project Management Organization) and any kind of output development. Performs other duties as required.

Results Expected: Overall, the consultant will provide thorough and well-reasoned written contributions and recommendations, and develop as well as maintain effective working relationships between the Global Compact and other partners as required.

Qualifications:

Education: Master's degree (or international equivalent), preferably in the international relations, economics, finance, corporate social responsibility or related field.

Work Experience: 1-3 years of work experience related to finance, consulting and/or sustainability. Experience conducting research, project management, event management and stakeholder coordination are desirable.

IT Experience: Proficiency in Microsoft PowerPoint, Excel and Salesforce is essential.

Language: Proficiency in English is essential (full command of both spoken and written). Knowledge of other UN official languages would be desirable, including Italian to support the established partnerships with Italian companies

Prospective applicants: Please send us a CV and cover letter between 10-17 January 2020 to hrinquiries@unglobalcompact.org.