UN Global Compact
Individual Contractor Vacancy Announcement:
Global Operations Team – Africa

Contract dates: Six (6) months

Under the guidance of Programme Officer, Local Networks, Africa, the Individual Contractor will support the management and implementation of the Africa Strategy initiative(s) by the UN Global Compact and its Local Networks in the Global Compact Africa region. This includes:

- Supporting the management and implementation of the Africa Strategy designed to strengthen and build capacity of Global Local Networks and engage business participants and other stakeholders across the Global Compact Africa region.
- Organizing online peer learning groups to build business capacity on the implementation of the Ten Principles of the UN Global Compact.
- Supporting Global Compact Local Networks in the planning of workshops, webinars, conferences and other activities to enhance the capacity of business to contribute to SDG innovation and implementation, gender equality and corporate sustainability.
- Preparing various written outputs, e.g. agenda for events, briefing notes, PowerPoint presentations, outcome reports, workshop materials, press releases, etc. and make presentations, for example at the meetings of Global Compact Local Networks.
- Supporting Global Compact Local Networks with respect to meeting quality standards and Local Network governance measures.
- Supporting the collaboration between the UN Global Compact and Global Compact Local Networks in the organization of global or regional events and providing support for national and local events by Local Networks.
- Supporting data collection of case studies and examples of Global Compact activities and outcomes across the Africa region.
- Supporting activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and regular project monitoring and evaluation to ensure ongoing tracking and consolidation of activities and expenses per the established work-plan and budget.
- Working closely with various teams within the Global Compact office to ensure timely implementation of the Africa Strategy, including Outreach & Engagement, Programmes, Intergovernmental Relations, Communications and Accounts & Finance to deliver the project outcomes and meet the KPIs.
- Performs other duties as required.

Results Expected: Overall, the Individual Contractor will support and contribute in the success of the Global Compact Africa Strategy, including implementing a project work-plan designed to support further growth and engagement in the UN Global Compact Africa region among Local Networks and business participants. The position is based in Pretoria, South Africa. Selected candidate must be able to travel internationally.

Qualifications:

Education: Bachelors degree (or international equivalent), preferably in the international relations, business administration, project management, law, public policy affairs or related field.

Work Experience: Minimum of 3 years of relevant work experience related to project management, stakeholder engagement or training/workshop facilitation and capacity building is required. Previous work
experience on corporate sustainability in Africa with diverse stakeholders and policy engagement is considered an advantage. Experience in project cycle management, including budgeting and reporting, and monitoring and evaluation or event management experience is an advantage.

Language: English and French are the working languages of the United Nations. For the post advertised, fluency in English and French is required. Knowledge of another official United Nations language is an advantage.

Please send your CV and Cover Letter explaining why you would be best candidate for this position to hrinquiries@unglobalcompact.org.