

The UN Global Compact Network Switzerland & Liechtenstein (GCNSL) is the official platform for the United Nations Global Compact (UNGC) in Switzerland and Liechtenstein. It is a legally independent association which aligns its activities with the goals and strategies of the UN Global Compact. We strive to generate added value to our participants by sharing knowledge, organizing workshops, conferences and providing training and consultancy on corporate responsibility and the Sustainable Development Goals (SDGs). We also serve as an intermediary between our participants and the UN Global Compact Office in New York. For our Secretariat in Zurich, we are recruiting a:

## ESG Advisor (80% - 100%)

Reports to: Head of Programmes

### Responsibilities

- Leads the development, implementation and evaluation of programmes/projects utilising internal and external resources to support SMEs and other participants on their sustainability journey
- Supports our participants in their materiality assessments to identify their ESG risks and impacts, prioritise, plan and implement measures and report on their progress
- Conducts trainings, workshops and public events (online and in-person) and presents on assigned topics/activities
- Nurtures relationships with our participants and understands their needs to connect them to relevant engagement opportunities that we offer
- Researches, analyses and presents information gathered from diverse resources such as sustainability trends, policy changes impacting SMEs globally etc.

### Requirements

- BA/MA or other relevant training and at least 5 years previous employment in corporate responsibility or in a related area
- Mother tongue French or German and a strong command of the other (French/German) and of the English language (Swiss German a plus)
- Experience in developing sustainability strategies combined with in-depth knowledge in corporate responsibility and sustainability reporting
- Pro-active, persuasive, confident, with strong interpersonal and communication skills
- Customer-oriented attitude
- Attention to detail, accountability and ability to multi-task
- Efficient, open minded and organized personality with a positive attitude
- Experience in Salesforce or other relevant Customer Relationship Management (CRM) software is a plus

### Our offer

Be part of a small and dynamic team of very dedicated people, where you will have room for personal development and self-initiative. Benefit from good working conditions and a pleasant office in Zurich.

Please send your complete application (cover letter and CV) per email to Annie Forster, [jobs@globalcompact.ch](mailto:jobs@globalcompact.ch).  
Application deadline: 12<sup>th</sup> of August 2024. For additional information, kindly contact Annie Forster by email.

We look forward to hearing from you.

