



Job Description - Head of Advisory Services

Job Title: Head of Advisory Services

Company Overview: Sustainable Square is a micro-multinational firm that focuses on organizational sustainability, transparency & disclosure, responsible investment, and social impact. With a presence in 3 continents and 15 markets of operations, Sustainable Square works with leading brands across various industries and sectors, supporting them to enhance their sustainability performance, drive and up-scale their impact, and conduct their operations in a responsible, inclusive manner. We are a startup-minded, fast-growing company that prides itself on agility, innovation, and impact.

Job Overview: We are seeking a dynamic and results-oriented Head of Advisory Services to lead our team in Dubai. The successful candidate will be responsible for managing the delivery of high-quality advisory services to our clients while ensuring standardization of delivery and uptake of IT solutions for scaling ESG and sustainability. They will work closely with the business development and marketing teams to ensure good project design, delivery, and publicity.

Location: Remote, based in Africa, Middle East, Europe, Western Asia, or Southern Asia, ideally within 3 time zones of Gulf Standard Time Zone.

Key Responsibilities:

- Live and represent the Sustainable Square Culture; be a cultural ambassador of sustainability to our clients and the markets that we serve.
- Manage the delivery of high-quality advisory services to clients in all of our markets
- Develop and implement systems for project management, reporting, and quality control
- Ensure that projects are delivered on time, within budget, and to the satisfaction of clients
- Ensure Standardization of delivery of services and be able to advise in the uptake of IT solutions for scaling ESG and sustainability to clients
- Work closely with the business development and marketing teams to design and deliver projects that meet the needs of clients and align with our mission and values
- Build and maintain strong relationships with clients and partners, and ensure that their needs are understood and met
- Manage a high-performing team of sustainability consultants and advisors, providing coaching, guidance, and support as needed
- Stay up-to-date with industry trends and changes, and use that knowledge to develop new products and services that meet client needs

Qualifications:

- Bachelor's degree in Sustainability, Environmental Studies, Business, or related field
- 8+ years of experience in sustainability consulting, advisory services, or related field
- Experience managing projects and teams in a consulting or advisory services context
- Strong knowledge of sustainability standards and frameworks, including GRI, SASB, TCFD, SDGs and related frameworks relevant to each of our markets and global trends.
- Proven ability to work with demanding clients and partners in a senior and presentable manner
- Excellent communication, interpersonal, and leadership skills
- Strong analytical skills and ability to use data to drive decisions



- Passion for sustainability and creating long-term value for all stakeholders

This is a full-time position, and the successful candidate will report directly to the CEO. If you are passionate about sustainability, have the skills and experience we are looking for and are excited about leading a team to deliver high-quality advisory services, we would love to hear from you. We are looking for someone based in and around Africa, MENA, South Asia, or Europe for this role. Remote work is an ideal fit for our company, and strong and near-native, cleanly spoken English is required.