

# Foundation for the Global Compact

Job Opening | Coordinator, Anti-Corruption, Programmes



**Posting Title:** Coordinator, Anti-Corruption, Programmes

**Location:** New York, NY

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## POSITION SUMMARY

Foundation for the Global Compact seeks a proactive and diligent Coordinator to support in the implementation of the Anti-Corruption Collective Action (AC CA) initiative(s) of the Global Compact and its Local Networks. The Coordinator will work under the supervision of the Manager, Anti-Corruption. The Coordinator will be responsible for supporting Global Compact's activities in the AC CA space, including supporting the implementation of Project work-plan(s) designed to advance AC CA within Global Compact Local Networks and their participants. The Coordinator will discharge project management and support functions, including supporting in the monitoring, evaluation, bi-annual progress and financial reporting, communications and engagement with the Local Networks, and will undertake a variety of administrative support duties.

## DUTIES AND RESPONSIBILITIES

- Supporting the Project Manager in the implementation of AC CA Project(s) designed to engage Global Compact Local Networks, their business participants and other stakeholders in AC CA.
- Working closely with Local Networks, Programmes and Intergovernmental Relations to ensure timely implementation of the Project(s). This includes regular engagement and communication with the Local Networks and other relevant stakeholders, liaising with various teams within the Global Compact Office, including Global Operations, Communications and Accounting & Finance to deliver the Project outcomes and meet the Key Performance Indicators.
- Supporting in continuous Project monitoring and evaluation activities to ensure on-going tracking and consolidation of activities and expenses per the established work-plan(s) and budget(s). This includes preparation of templates and toolkits for the Project Local Networks.
- Working closely with the Global Compact Office to assist in the preparation of bi-annual progress and financial reports for the funder, as needed.
- Assisting in the planning of workshops, webinars, conferences and other interactive sessions and activities through the Local Networks that contribute to enhance the capacity of business, promote anti-corruption through Collective Action, in line with the Project work-plan(s).

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- Assisting in the preparations of various written outputs, e.g. agenda for events, briefing notes, PowerPoint presentations, reports, workshop materials, press releases, talking points for senior staff, etc.
- Supporting Local Network's efforts on policy engagement and programmes with the public sector on AC CA.
- Any other administrative duties and support functions as assigned, for successful implementation of the Project(s) and generally advancing AC CA within Global Compact participants.

## RESULTS EXPECTED

Ensure the timely implementation of Project work-plan(s) to advance AC CA within Global Compact Local Networks and their participants.

## COMPETENCIES

- **Project Management:** Prior project management experience, including experience with working on international projects with local country offices and/or teams, in sustainable development, corporate sustainability and/or other international developmental fields is essential. Project management experience in anti-corruption, collective action and policy engagement with the public sector is an advantage.
- **Language Skills:** Fluency in spoken and written English is required. Knowledge of other UN official languages is an advantage.
- **Computer/Technical Skills:** Advanced proficiency in MS Office Suite (including Microsoft Word, Excel and PowerPoint). Proficiency in financial tracking, budget planning and funder reporting is desirable. Sound knowledge of web based communication platforms such as Zoom, Igloo, Trello, etc. is an advantage.
- **Communication:** Speaks and writes clearly and effectively: 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 the audience; demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Team Player:** Works collaboratively with colleagues to achieve organizational 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, even when such decisions may not entirely reflect own position.

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## CORE VALUES

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviors to avoid stereotypical responses, and does not discriminate against any individual or group.

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree (Bachelors or equivalent) preferably in business administration, management or related field is required.
- Minimum of four (4) years of relevant experience in project/programme management and administration. Experience working on issues related to anti-corruption is preferred and understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

## BENEFITS

- Competitive Salary
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Maternity leave - 16 weeks with full pay.
- Paternity leave - 4 weeks with full pay.
- Medical /dental/vision employee coverage

## RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to [UNGC1@unglobalcompact.org](mailto:UNGC1@unglobalcompact.org) with the subject heading “**Coordinator, Anti-Corruption, Programmes**”:
  1. Cover Letter
  2. Resume/CV

*Please, no phone calls or unsolicited e-mails outside of the submission process*

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- Applications will be accepted until **30 June 2021**.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.
- Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas.

**The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.**