

POSTING TITLE: Associate, Regional Operations

LOCATION: Abuja / Copenhagen

OVERVIEW

The United Nations Global Compact is the world's largest sustainability initiative with over 20,000 participating companies in more than 160 countries and 62 Local Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with Ten Principles in the areas of human rights, labour, the environment and anti-corruption.

The United Nations Global Compact is headquartered in New York City with Regional Hubs in Abuja, Bangkok, Copenhagen, Dubai, and Panama City. The Regional Hubs play a key role in strengthening the UNGC's global alignment, building capacities of Global Compact Networks, managing Expansion territories, and enhancing coordination with partners at regional and local levels (including sister UN agencies, Alliances, and UN Country Teams). The Foundation of the Global Compact provides critical support to the operations of the UN Global Compact.

The Foundation for the Global Compact is recruiting a highly motivated Associate to support the Africa Regional Hub in Abuja (ten Networks headed by executive directors and four Expansion Countries led by country managers), and the Western Europe North America Regional Hub in Copenhagen (fifteen Networks and three Expansion Countries), with an envisioned transition to only support one of the Hubs.

The successful candidate (M/F) will be organized, tech-savvy, and solutions-oriented and will play a critical role in supporting the Hub teams, Networks and Expansion Territories alike to deliver the mission of the UN Global Compact.

DUTIES AND RESPONSIBILITIES

- **Assist in the implementation of the regional work plan**, including: Assisting regional teams in organizing, note-taking and following up on decisions made at Regional Network Council (RNC meetings) and Regional Meetings, and in the coordinating recruitments in the Hubs; monitoring Shared Network Services (SNS) implementation, supporting on timely submission of deliverables (such as Networks work plans and logframes) and payments and assisting in regional budget planning and tracking expenditure;
- **Provide administrative support**, including: Supporting administrative efforts related to renewal of Agreements with Networks, analyzing and following up with Networks on Quality Standard Self Assessments and key changes in Networks;
- **Support communication between GCNs and UNGC HQ teams in the New York Office**, including: Facilitating collaboration between Networks and UNGC teams on administrative, communications, and programmatic topics;
- **Support development, implementation and maintenance of systems and procedures for information and data management**, including: Uploading contents and



overseeing the timely upload of inputs to the Local Network Hub, inputting, tracking and preparing reports on Salesforce;

- **Assist on communication**, including: Supporting Networks in submitting news for UNGC's global and regional newsletter, collect and share Networks examples and case studies, and facilitate peer learning and exchange within Networks; assisting in the maintenance and development of communication tools including the Africa website and newsletter, and social media platforms;
- **Event and initiatives support**, including: Providing operational support to various regional and global internal events, such as the Annual Local Network Forum (ALNF) and Regional Meetings, and external key regional events and initiatives.
- **Digital support**: Help in onboarding Local Networks to UNGC's key digital platforms, such as Local Network Hub, Asana, Salesforce.
- **Other responsibilities**: Support the Regional Heads and teams on various partnerships initiatives and collaborative activities, with Networks, Expansion Countries or regional partners.

QUALIFICATIONS

- Excellent administrative, planning, organizational and teamwork skills gained in a first relevant work experience.
- Technical experience leveraging digital tools like Asana (or other PM tools), Salesforce, Slack, Google Suite, and Microsoft Office.
- Fluency in both English and French (written and spoken) is required. Working knowledge of Portuguese is desirable.
- Experience (about three years) in business sustainability, startup ecosystem and/or sustainable development issues is desirable.
- Experience working in a Global Compact Local Network (LN) or United Nations System is desirable.
- Undergraduate or postgraduate in Business Administration, Management, Non-Profit Management, Sustainability, Social Science or related fields preferred.

COMPETENCIES

Communication:

- Excellent oral and written communication, interpersonal and collaborative skills;
- Ability to interact with a diverse range of stakeholders with diverse multicultural backgrounds.

Planning and organization:

- Identify high priority activities, adjusting plans as needed;
- Allocate appropriate amount of time and resources to complete work;
- Anticipate problems and allow for contingencies;

- Monitor and adjust plans as needed;
- Use time efficiently;
- Initiative to provide solutions and create new initiatives.

Customer Orientation:

- Attend regional hub administrative, logistical and staff needs
- Establish and maintain a close and productive relationship with local networks through respect and trust;
- Keep local networks informed;
- Adhere to schedule of deliverables or services to the client.

Advanced competencies in key digital tools:

- Ability to use digital tools such as Salesforce, Asana and Docebo;
- Advanced proficiency in essential communication and reporting tools (Excel, PowerPoint, Word);
- Ability to manage social media platforms, such as LinkedIn;
- Demonstrable experience in data analysis, able to extract insights from the surveys conducted.

CORE VALUES

Integrity: Demonstrates the values of the United Nations in daily activities and behavior; acts without regard for personal gain; resists undue political pressure in decision-making; does not abuse power or authority; defends decisions that are in the best interest of the Organization, even if they are unpopular; and takes immediate action in cases of unprofessional or unethical behavior.

Professionalism: Shows pride in work and accomplishments; demonstrates professional competence and mastery of subject matter; is efficient in meeting commitments, meeting 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 of all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect 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.

RECRUITMENT PROCESS

- Applications will be accepted **until 23 March 2024**.
- Please include a Cover Letter and a Resume/CV the following materials in your e-mail submission to africa@unglobalcompact.org with the subject heading “**Associate, Regional Operations**”.

Foundation for the Global Compact

Job Opening | Associate, Regional Operations



- 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 Abuja or Copenhagen. The Foundation for the Global Compact will not sponsor work visas.