

Foundation for the Global Compact

Job Opening | Coordinator, ED Office



Posting Title: Coordinator, Executive Director (ED) Office

Location: New York, NY

POSITION SUMMARY

This position is located at the United Nations Global Compact in New York. The United Nations Global Compact is an entity of the United Nations Secretariat which seeks to advance corporate sustainability in principles such as human rights, labour, environment and anti-corruption through active engagement of the private sector and civil society. The Coordinator, ED Office, provides direct support to the Front Office of the Executive Director (Head of Entity). The Coordinator, ED Office, is part of the Chief of Staff team at the Global Compact Office and reports to the Executive Director through the Associate Programme Officer and the Senior Programme Officer (Chief of Staff) while supporting entity-wide administrative functions.

DUTIES AND RESPONSIBILITIES

The Coordinator, ED Office, will be responsible for the following duties:

Performs, under minimal supervision, the full range of office management, administrative and HR (including Umoja) support to the Executive Director; provides general assistance to the Chief of Staff team when needed.

Under the guidance of the Associate Programme Officer, maintains the calendar/schedule of the Executive Director; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.

Ensures smooth and efficient information flow within the office relating to the Executive Director; prepares and processes confidential information; assists in the development of office administrative systems and procedures.

Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches and presentations to the Executive Director.

Provides assistance in the coordination of a variety of Global Compact activities including office meetings, trainings, conferences, special projects and events; generating meeting minutes / list of action points and follows up with relevant offices within Global Compact and interdepartmental counterparts.

When needed, provides general assistance to other office support staff; may coordinate the work of office support staff in providing meetings servicing/administrative support to the Executive Director and Chief of Staff.

Responds or drafts responses to a wide range of correspondence and other communications; uses standard word processing package to prepare standard and routine responses on behalf of the Executive Director. Delegates routine queries and requests for information to relevant staff.

Manages, updates and develops internal databases relating to the Executive Director's travel, contacts, and workstreams; generates a variety of standard and non-standard reports from Umoja as needed.

Responds to complex information requests, meeting requests on behalf of the Executive Director, and other inquiries.

Assists in a number of administrative and HR related tasks such as providing assistance in raising job openings for staff as well as requests for consultants and individual contracts. As part of the office hiring management team, processes requests in the relevant platforms, and assists during the screening and selection process.

Assists in the preparation of presentation materials using PowerPoint, Excel, and other appropriate technology/software.

May provide some specialized support to unit (e.g. technology support, editing, etc.).

When needed, performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations), including preparing and/or processing administrative requests/documents (e.g., travel requests, expense claims, vouchers, visa applications, etc.).

Maintains files (both paper and electronic) and databases for the Executive Director and Chief of Staff Team.

Performs other duties as assigned.

RESULTS EXPECTED

EDs engagements are structured in an effective, efficient, and strategic manner with a view to scale up business impact for inclusive and sustainable future.

ED engagements contribute to facilitating strategic long-term collaboration with the private sector

ED engagements underpin key UN Global Compact initiative to catalyse robust involvement of the private sector in the implementation of the UNGC 2023 strategy

COMPETENCIES

PROFESSIONALISM: Knowledge of general office and administrative support including administrative policies, processes and procedures. Ability to work in a high pace environment in support of high-level officials. 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; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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 audience; demonstrates openness in sharing information and keeping people informed.

PLANNING AND 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.

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

- **Education**
 - High school diploma or equivalent.
- **Work Experience**
 - A minimum of five years of experience in general office support or related area is required. Experience in using ERP systems such as SAP, Umoja or similar application in a large international organization is desirable.
 - Experience working with the United Nations system and procedures, or those of a similar large international organization is desirable.
 - Experience supporting senior officials in an international organization is 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 with the subject heading “**Coordinator, Executive Director (ED) Office**” and attach the following:

1. Cover Letter

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2. Curriculum Vitae/Resume

- Applications will be accepted until **29 April 2022**.
- 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 the United States. The Foundation for the Global Compact does not sponsor work visas

Interested in learning more about the UN Global Compact? Click [here](#) to sign up for our monthly Bulletin!

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.