



Position Title: Coordinator, Integrity

Location: New York, NY

POSITION SUMMARY

Under the guidance of the Senior Manager and Manager of integrity, the Coordinator will contribute to implementing the initiative's Integrity Measures.

DUTIES AND RESPONSIBILITIES

- Support the implementation of integrity-related policies and procedures across the UN Global Compact, including Integrity Measures, Joining policy, De-listing and Re-Joining policy and accountability framework of the COP policy.
- Support the research and analysis for due diligence reviews of organizations considered for high-level engagement opportunities and at entry, when input from the team is required, with escalation of high-risk matters to senior members of the team. This would include conducting ESG research, developing memos and presenting recommendations on opportunity to engage with said entity.
- Support efforts to increase awareness of integrity-related policies and procedures among colleagues and Local Networks, including the development of presentations and trainings.
- Provide support to the dialogue facilitation process under the Integrity Measures. Specifically, research the nature of complaints submitted to the Global Compact Office, identify matters that fall within the scope of the Integrity Measures (allegations of egregious and systematic abuse of the UN Global Compact Principles) and develop plan of action based on outcome of analysis.
- Monitor the news to identify potential integrity concerns regarding Global Compact participants and develop memos to support decision-making.
- Collaborate with Global Compact Local Networks and with the Global Operations team to analyze integrity issues and support the development of action plans to address them both at the global and local level.
- Provide general support with collecting data and information to inform the content of the integrity section for quarterly management reports to the Global Compact Board on actions taken with respect to Integrity Measures.
- Support UN partners on due diligence, particularly by facilitating access to ESG service providers and managing the related invoicing for the services.
- Manage and address instances of misuse of the UN and/or UN Global Compact name or logo. Develop recommendation on most egregious cases for review and approval by senior members of the team. Provide advice to colleagues, including on appropriate uses of the UN Global Compact name and logo.
- Provide general support to senior members of the Integrity team.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS



- **Education:** Master's degree (or international equivalent) preferable in the international relations, political studies, law, economics or business administration or related field.
- **Work experience:** 2 -3 years of experience of conducting risk assessments or ESG research and analysis. Strongly prefer candidates with experience in assessing corporate sustainability practices or with using information from ESG due diligence providers. Experience in writing legal memos or policy documents are desirable, but not required. Strong communication, inter-personal and time management skills are a must, as well as organizational skills.
- **Languages:** Fluency in English is required. Knowledge of another UN official language is an advantage.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hriquiries@unglobalcompact.org with the subject heading: **Coordinator, Integrity**

1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **30, July 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 the 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.