POSTING TITLE: Coordinator, Intergovernmental Relations and Africa Team

LOCATION: New York, NY

POSITION SUMMARY

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 12,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to advance sustainable development.

Under the guidance of the Chief of Intergovernmental Relations and Africa, the Coordinator will provide administrative and project support to the Intergovernmental Relations and Africa Team and coordinate internal organization communications channels to ensure the successful functioning of the IGA+Africa Team and support coordination efforts across the UN Global Compact initiative.

DUTIES AND RESPONSIBILITIES

The Coordinator, IGA+Africa Team is a position to support senior leadership, enabling the Chief to execute strategic work while ensuring operational rigor. The Coordinator is responsible for the development, coordination and implementation of three key areas: 1) Administrative support to the Chief and IGA+Africa Team, 2) Internal Communications and Engagement and 3) Special Projects.

Responsibilities include:
1. Administrative and project support for the Chief and IGA+Africa team:
   ● Manage the Chief’s agenda; coordinate the preparation of relevant materials and background documents for meetings;
   ● Coordinate the preparation of IGA+Africa Team meetings and as needed develop meeting summaries/action items;
   ● Develop and manage platform for overall team task management, contribute to team needs and activities;
   ● Execute on administrative functions, book travel arrangements; prepare itineraries; agendas and briefings
   ● Develop slide decks, briefings and documents to support the IGA+Africa Team as needed;
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- Exhibit a high degree of discretion as it relates to safeguarding confidential information

2. Develop and execute some internal communications for the organization, including:
   - Prepares the initial drafting, and of ad-hoc briefings of activities of the IGA+Africa team such as the Africa Strategy, Africa Business Leaders Coalition, and Government Engagement Strategies;
   - Prepares the initial drafting of executive-level talking points and communications for internal platforms;
   - Explore ways to enhance communication between the Executive Management Team, UNGC staff at HQ and GC Local Networks around the world; consider ways that internal communications functions could be altered and/or streamlined to better encompass the UN Global Compact values;

3. Support on cross-functional organizational projects as needed:
   - Develop work plans and coordinate special projects under the portfolio of the Chief as they arise;
   - Act as team focal point for liaising and coordinating collective team input to initiatives across the organization;
   - Conduct research and analysis, develop deliverables and coordinate cross-office input and alignment based on the project needs;

4. Perform other as assigned by the Chief of Intergovernmental Relations & Africa.

RESULTS EXPECTED:

The Coordinator will provide reliable, proactive support to the Chief and IGA+Africa Team, consistently managing a range of internal communications processes and special projects. The Coordinator will be a self-starter anticipating the needs of the IGA+Africa team, with the ability to work autonomously in a fast-paced environment.

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.

Please, no phone calls or unsolicited e-mails outside of the submission process
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- **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:** University degree in business administration, management, economics or a related field is required.
- **Work Experience:** At least 3 years of experience in project/programme management, administration, or communications. Experience working on issues related to corporate sustainability and UN-business collaboration is desirable.
- **Languages:** Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.
- **Proficiency in Microsoft Office Suite required.**
- **High quality drafting and interpersonal skills are essential.**
- **Able to establish a high level of trust and confidentiality internally, and credibility externally.**
- **Experience in operating across multiple time zones and with distributed teams is desirable.**

**BENEFITS**
- **Salary Range $51,000 - $66,000**
  - 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, no phone calls or unsolicited e-mails outside of the submission process
Please include the below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading “Coordinator, Intergovernmental Relations and Africa Team”

- Cover letter
- Resume/ CV

Applications will be accepted until 5 August 2022.

Please note that candidates must be eligible to work in the United States.

Given the anticipated volume of submissions, we will likely only contact select candidates.

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.