Position Title: Coordinator, Programmes
Location: New York, NY

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POSITION SUMMARY

The Foundation for the Global Compact seeks a highly motivated professional to support the Foundation on work related to Programme policy developments and engagements across the Ten Principles and the Sustainable Development Goals. The Foundation for the Global Compact directly supports the United Nations Global Compact which is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals.

DUTIES AND RESPONSIBILITIES

Under the guidance of Manager, Programme Policy and Manager, Programme Engagement, support the developments and implementation of the Programmes Unit portfolio and connected initiatives:

- Contribute to and support key priorities on programme development, management and weekly report-outs on programme priorities.
- Contribute to supporting programmes portfolio roll-out; organize relevant meetings and documents; and help coordinate programme related inputs to the organization’s Africa Strategy and global SME engagements.
- Support the effective roll out of new UN Global Compact programme delivery channels (e.g. Think Labs, Peer Learning and Policy/Advocacy) and support administrative tasks and coordination across key units.
- Collaborate with the digital team to ensure necessary infrastructure in place to effectively track and streamline programme engagement.
- Support overarching programme team needs including inputs to programme contents, engagements, web and communications materials and other processes. Provide support to timely data collection and report-out of programme related activities, metrics and internal requests.
- Support the preparation of meeting agendas, invites, talking points, documents and presentations and ensure follow-up of outcomes and decisions.
- Provide support to Programmes Unit priorities and cross-cutting areas with strategic operations, administrative needs and special projects.
- Performs any other duties assigned by the supervisor and needs of Head, Programme Policy.

COMPETENCIES

- 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

Please, no phone calls or unsolicited e-mails outside of the submission process
format to match the audience. Demonstrates openness in sharing information and keeping people informed.

- **Teamwork**: 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. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **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**

- First degree (Bachelors or equivalent) preferably in international affairs, sustainable development, sustainability, business administration or related field is required.

- Minimum of three (4) years of relevant experience in project/programme management, administration, communication or relationship management and a minimum of one (1) year of relevant programme/project experience on environment or sustainability issues 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.
Foundation for the Global Compact
Job Opening  | Coordinator, Programmes

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, Programmes”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 12, August 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 United States. The Foundation for the Global Compact does not sponsor work visas

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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.

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