POSITION SUMMARY

The Communication on Progress (CoP) is the UN Global Compact’s annual disclosure requirement for participating companies. It serves as the initiative’s main accountability mechanism, providing a platform for business participants to disclose and showcase continuous progress on their commitment to the Ten Principles. The UN Global Compact has undertaken a comprehensive review of the CoP framework to update this integrity and accountability mechanism and adapt it to new trends in the market. This will contribute to better address the needs of participating companies of the UN Global Compact and their stakeholders.

To support with the successful operationalization and adoption of the enhanced CoP, the Sustainability Reporting Coordinator will work closely with other team members by helping with the development of guidance materials for Global Compact Local Networks and participating companies, providing support to participants via a helpdesk, assisting with consultations and needed updates of all content related to the CoP questionnaire, analyzing feedback received from the 2022 Early Adopter Programme to inform improvements on the digital platform and CoP Questionnaire. The coordinator will also provide support in developing briefs, presentations, and other required communications on the enhanced CoP to different stakeholders as well as help keep track of content updates and changes made to the different elements of the CoP. Support will also be needed to receive coordinated feedback from internal teams and external partners on content and other areas that affect the implementation of the CoP.

DUTIES & RESPONSIBILITIES

- Support the development of guidance materials and other resources for Global Compact Local Networks and participating companies on the enhanced CoP by working in collaboration with other teams;
- Provide support services (‘helpdesk role’) to participating companies, Global Compact Local Networks and internal teams to deal with questions on the enhanced CoP, e.g. on rollout, Early Adopter Programme or administrative issues related to the CoP submission;

Please, no phone calls or unsolicited e-mails outside of the submission process
- Support the development and maintenance of systems and procedures that help the CoP team to manage information and keep track of data related to content development, feedback from sessions with stakeholders and other sources of data related to the enhanced CoP;
- Support the deployment of activities related to the implementation of the enhanced CoP;
- Support the revision of the CoP questionnaire by helping collect and analyze feedback, engage with partner organizations, update content;
- Help develop briefs, talking points, presentations and other needed materials needed for communicating with multiple stakeholders;
- Research on latest trends related to ESG reporting and provide insights that contribute to the team’s goals and promotion of the enhanced CoP;
- Support with coordinating meetings, events, and trainings as needed.

**COMPETENCIES**

- Advanced university degree (e.g. Masters) or Bachelors degree in a field related to sustainability, corporate sustainability, business management, international relations;
- At least 3-4 years of relevant work experience, including project management skills;
- Familiarity with ESG issues and sustainability reporting;
- Advanced proficiency in Excel, Word, PowerPoint as well as with recognized data and project management platforms;
- Proven experience in analyzing data and delivering key insights to understand user feedback and needs;
- Excellent verbal and written English communication skills. Proficiency in other languages is an advantage;
- Flexible and service-oriented team player with a can-do and eager-to-learn attitude;
- Experience in client-facing role with strong stakeholder management skills;
- Proven ability to manage multiple priorities, meet deadlines, and thrive in a fast-paced environment;
- Familiarity with launching digital tools/products a plus;
- Ability to value and consider the perspectives and backgrounds of all individuals.

**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.

**RECRUITMENT PROCESS**

Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Coordinator, Sustainability Reporting”

1. Cover Letter
2. Resume/CV

- Applications will be accepted until **25 February 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

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.

*Please, no phone calls or unsolicited e-mails outside of the submission process*