Coordinating engagement of the Transformational Governance Think Lab including supporting participant companies and partner relationships, organizing session calls, recording, reporting and supporting actions and outcomes

Coordinating engagement of the Chief Legal Officer Think Lab including supporting participant companies and partner relationships, organizing session calls, recording, reporting and supporting actions and outcomes

Drafting relevant TG information for the Global Compact website, Dashboard, Hub, Salesforce and other internal management tools.

Drafting communications to TG companies and partners and supporting any external facing events, communications or related activities. This includes the UN Global Compact Academy and flagship events and strategic partner activities and events.

Supporting internal and external partners including Global Operations (Local Networks), Participant Engagement, Government Relations and Communications units and UN partners

Supporting data collection and report-out of TG related activities, metrics and requests and any other substantive and administrative support to the Senior Manager, Governance & Peace

Any other duties as required

Competencies

Communications: 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 the audience. Demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amounts 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.
**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 the final group decision, even when such decisions may not entirely reflect one's own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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 or bachelors in business administration, international relations, social sciences, management, law or a related field.
- At least 4 years of relevant work experience
- Excellent communicator in English, both verbally and in writing.
- Strong analytic, problem-solving and project management skills.
- Strong user of digital workspace tools
- Flexible and service-oriented team player.

**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, Transformational Governance, Programmes” and attach the following:

1. Cover Letter

*Please, no phone calls or unsolicited e-mails outside of the submission process*
2. Curriculum Vitae/Resume

- Applications will be accepted until **5th 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.

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