Posting Title: Coordinator, Government Relations and Africa  
Team: Government Relations & Africa (GRA)  
Location: New York

POSITION SUMMARY

In support of the implementation of the UN Global Compact’s (UNGC) Government Relations work and Africa Strategy 2024-2025, a coordinator is sought to take responsibility for multiple essential assignments.

The position is a good opportunity for a dynamic and self-starting professional to gain progressively responsible experience in project and events management, government relations, and sustainable development in Africa.

DUTIES AND RESPONSIBILITIES

The coordinator’s assignments will include:

- Supporting the development and preparation of the Annual progress reports for the Africa Strategy, including the drafting of inputs related to its key programmatic initiatives namely Africa Business Leaders Coalition (ABLC) and the Global Africa Business Initiative (GABI);
- Supporting the GRA team to coordinate with a wide variety of internal and external stakeholders in programme management activities related to GABI, including but not limited to scheduling meetings, preparing briefing notes and related materials, drafting summary notes of meetings and presentation slides and speaker notes, produce analytics for high-level meetings, organize presentations, conduct venue reviews;
- Conducting research on a variety of thematic issues such as but not limited to African private sector personalities, thought leaders, etc.;
- Attending to requests for inputs from a variety of internal UN Global Compact teams, such as but not limited to briefing notes, speeches, reports, etc.;
- Providing logistical and administrative support to the whole GRA team in its Government engagement activities such as but not limited to: arranging catering, meeting and greeting senior government officials, securing venues, and other related tasks;
- Attending to other assignments as defined by the Chief of Government Relations and Africa.

RESULTS EXPECTED

- Timely delivery of assignments with high quality.

COMPETENCIES

- **Client Orientation:** Excellent ability to build cordial relationships with Local Networks and stakeholders, and to leverage these relationships towards the successful implementation of the Africa Strategy.
- **Communication:** Excellent writing skills with strong analytical capabilities; Excellent communicator, experienced in conducting meetings and interviews; Ability to tailor language, tone, style, and format for high-level stakeholders.
- **Project Management:** Superb interpersonal skills and proven experience coordinating complex projects requiring inputs from a large number of external stakeholders.
- **Organizational skills:** Experience in administration including coordination of correspondence and scheduling of meetings with external stakeholders; Excellent time
management skills, efficient in meeting commitments and deadline; Ability to manage multiple competing priorities in a high-tempo operational environment; Ability to adapt to changing operational needs and anticipate needs of the team and principals.

- **Technology**: Experience working with various digital tools to conduct online meetings, interviews and surveys, and to compile, analyze, summarize and communicate findings.
- **Knowledge of African development**: Deep understanding of the political and business environments of African countries e.g., previous experience in working on related development issues, Agenda 2030, or Agenda 2063.

**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**

- Undergraduate degree preferably in business administration, management, communication, sustainability, international relations, or a related field. An advanced (masters) degree is desirable.
- Minimum of four (4) years of relevant experience in project/programme management, administration, communication, or relationship management. Experience related to corporate sustainability is desirable; experience related to African development is desirable; Experience related to corporate sustainability in Africa and multi-stakeholder partnerships is desirable.
- An excellent command of English, both spoken and written, is essential. Knowledge of French, Arabic, or another UN language is an asset.
- Experience profile should underscore a mission-oriented entrepreneurial or ‘start-up’ mindset.

**BENEFITS**

- Salary Range - $51,000 - $65,000
- 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.

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

Job Opening | Coordinator, Government Relations and Africa

- Paid Parental Leave
- Medical/dental/vision employee coverage

RECRUITMENT PROCESS
Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Coordinator – Government Relations and Africa”:
1. Cover Letter
2. Resume/CV

Applications will be accepted until 8 March 2024

Please note applicants must be eligible to work in the United States. The Foundation for the Global Compact does not sponsor work visas.

Given the anticipated volume of submissions, only highly qualified candidates will be contacted.

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.