POSTING TITLE: Manager, Expansion and Operations - Latin America and the Caribbean  
LOCATION: Panama City (Regional Hub)  

POSITION SUMMARY

The UN Global Compact is the world’s largest corporate sustainability initiative and a global movement of more than 18,000 businesses across 160 countries. We work to encourage and enable companies to adopt responsible practices as defined by the Ten Principles of the UN Global Compact that cover Human Rights, Labour, Environment and Anti-Corruption. Collective alignment to these principles enables significant progress towards the delivery of the UN Sustainable Development Goals (SDGs). The UN Global Compact operates over 60 Global Compact Networks globally, including 14 Networks and 4 Country Managers in the Middle East, Eastern Europe and Central Asia regions.

The Regional Hubs (based in Dubai, Abuja, Bangkok, Copenhagen, and Panama City) of the United Nations Global Compact play a key role in strengthening the initiatives’ global alignment, investing in capacity building within existing Global Compact Networks, managing expansion territories, and enhancing coordination and collaboration with public and private sectors, UN agencies and other stakeholders at local and regional levels.

Based in Panama, the Expansion and Operations Manager for the Panama Regional Hub will be responsible for working with the Regional Head in overseeing existing Global Compact Networks, ensuring alignment with UN Global Compact priorities, providing needed support and implementing the expansion strategy in the Latin America & Caribbean (LAC) region. As part of the UN Global Compact Panama Regional Hub, s/he will work closely with the LAC Regional Head and the Manager of the Expansion project team in NY.

DUTIES AND RESPONSIBILITIES

The Expansion and Operations Manager will engage very closely with both the UN Global Compact Regional Head and the Senior Regional Programmes Manager based in Panama, UN Global Compact staff in Headquarters (HQ), Country Networks and Country Managers in the region to:

- Manage geographic expansion in the region, including management of Country Managers:
  - In 2022-2023, the UN Global Compact set the objective of expanding its presence in Caribbean nations, 5 Central American nations and Peru.

- Steer the successful adoption of the UN Global Compact’s geographical expansion plan in the LAC region, including Country Manager’s support, including:
Managing priorities and identification of key opportunities for the success of the geographical expansion plan,
Overseeing Country Managers work plans and expansion roadmaps, including delivery of programmatic offerings, identification and development of relationships with key stakeholders and lead prospects within the specific markets, liaising with UN Resident Coordinator’s Offices and UN partners, supporting sub-regional recruitment and positioning UN Global Compact within the target countries,
Supervising the adaptation of global campaigns to the different national/subregional audiences,
Liaising with Global Compact Country Networks for the identification and implementation of joint opportunities and priorities.

Support Country Networks and expansion territories in addressing governance, management and integrity issues, including:
Leading UN Global Compact’s Regional Hub’s analysis and response to any integrity issue which might put the UN Global Compact's reputation at risk, and
Leading the MOU renewals and CN Quality Standard Self Assessments annual exercises and follow up actions plans.

Support the development and implementation of the LAC Hub workplan:
Co-leading on the regional workplan development by actively collecting inputs from CountryNetwork and colleagues to develop the regional workplan;
Managing delivery of key regional events, programmes and initiatives
Supporting the Regional Network Council (RNC) meetings;
Supporting communication between Country Networks and UN Global Compact HQ teams in the New York Office;
Facilitating collaboration between LNIs and UN Global Compact teams on administrative, communications, and programmatic topics;
Providing technical support to various regional and global events

COMPETENCIES

Communication:
Excellent oral and written communication, interpersonal and collaborative skills;
Ability to interact with a diverse range of high-level stakeholders with diverse multicultural backgrounds.

Planning and organization:
Ability to work proactively in a dynamic environment with a demonstrated ability to manage multiple projects or activities and coordinate collaborative work processes involving multiple stakeholders.
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- Flexible and service-oriented team player.
- Exceptional organizational, planning, and project management skills with ability to develop clear work plans that are consistent with agreed strategies:
  - Identify high-priority activities, adjusting plans as needed;
  - Allocate appropriate amount of time and resources to complete work;
  - Anticipate problems and allow for contingencies;
  - Monitor and adjust plans as needed;
  - Use time efficiently;

Client Orientation:
- Establish and maintain productive partnerships with clients by gaining their trust and respect.
- Monitor ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems.
- Keeps clients updated and informed about the status of projects/initiatives.
- Meet timelines for delivery of services to clients.

Advanced competencies in key digital tools:
- Ability to use digital tools such as Salesforce, Asana and Docebo.
- Technical experience leveraging digital tools like Asana (or other PM tools), Slack, Google Suite, and Microsoft Office.
- Advanced proficiency in essential communication and reporting tools (Excel, PowerPoint, Word).
- Demonstrable experience in data analysis, able to extract insights from conducted surveys.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS
- Minimum 5 years of relevant work experience.
- First degree or bachelor’s in business administration, management, or related fields.
- Fluency in English and Spanish (verbal and written). Working knowledge of another UN language is desirable.
- Proven record of managing large-scale initiatives in Latin America and the Caribbean.
- Experience working in international and diverse team environments
- Demonstrated background working both independently and with partners to generate the best results within tight deadlines
- Experience working in a Global Compact Country Network (CN) or United Nations System is desired.
RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Manager, Expansion and Operations - Latin America and the Caribbean”:
   ○ Cover Letter
   ○ Resume/CV

Applications will be accepted until 6 September 2024.

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 Panama. The Foundation for the Global Compact does not sponsor work visas.