POSTING TITLE: Manager, Network Operations and Expansion - Middle East, Eastern Europe and Central Asia

LOCATION: Dubai, UAE (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.

The Dubai Regional Hub oversees the following regions: the Middle East, Eastern Europe and Central (MEEE&CA).

Based in Dubai, the Expansion and Operations Manager for the Dubai Regional Hub will be responsible for working with the Regional Head in overseeing existing Global Compact Networks, ensuring alignment with UN Global Compact priorities, and providing needed support and implementing the expansion strategy in the MEEE&CA region. As part of the UN Global Compact Dubai Regional Hub, s/he will work closely with the Regional Head of MEEE&CA 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 Dubai, UN Global Compact staff in Headquarters (HQ), Local Network and Country Managers in the region to:

● Steer the implementation of the geographical expansion plan in the MEEE&CA regions, including:
  o Managing the implementation of the expansion strategy of MEEE&CA, under the leadership of the Regional Head, and in collaboration with the Country Managers and global teams. This includes ensuring that a strategy is in place; expansion countries develop and appropriately implement a roadmap, a workplan with the relevant programming and an expansion budget.
Providing support to the expansion countries, including onboarding new colleagues, guiding Country Managers in the recruitment of new participants and in designing and implementing a value proposition until a Network is established, in collaboration with global teams and the relevant UN Resident Coordinator Offices.

- Managing priorities and identification of key opportunities for the success of the geographical expansion plan;
- Overseeing country managers’ development and delivery against workplans and expansion roadmap.

**Support Global Compact Networks in addressing governance, management and integrity issues, including:**

- Monitoring the implementation of UN Global Compact Quality Standards and providing support to Networks based on individual needs.
- Ensuring proactively that the Annual Agreements entered into with Global Compact Networks are renewed and updated in a timely manner.
- 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.

**Support Global Compact Networks in strengthening operations by:**

- Building internal capacities of Global Compact Networks.
- Following up and monitoring the reporting of all Networks required by the UN Global Compact.
- Responding to a variety of queries from Networks and connecting them with relevant UN Global Compact colleagues to address any questions raised.
- Providing Networks with relevant information to keep them updated on the latest UN Global Compact policies and initiatives.
- Organizing onboarding meetings with Networks and their respective Boards
- Tracking and tabulating Business Model data and other related information, etc.
- Overseeing country managers work plans, 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.
- Contributing to the the adaptation of global campaigns to different national/subregional audiences
- Liaising with Global Compact Networks for the identification and implementation of joint opportunities and priorities
- Onboarding new Network staff including Executive Directors.

**Support the development and implementation of the Dubai Regional Hub regional work plan, including:**

- Contributing to the development of the regional workplan by actively collecting inputs from Local Network and colleagues to develop the regional workplan.
- Supporting activities of the Hub related to budget and funding (project preparation and submissions, progress reports, financial statements, etc.) and regular project monitoring and evaluation to ensure on-going tracking and consolidation of activities and expenses per the established workplan and budget, in collaboration with Accounts and Finance global teams.
Job Opening   | Manager, Network Operations and Expansion - Middle East, Eastern Europe and Central Asia

o Working closely with the Regional Head to ensure timely implementation of the Dubai Regional Hub Strategy, including Outreach & Engagement, Programmes and Intergovernmental Relations, interaction with local boards and other key stakeholders.

o Supporting the Senior Regional Programmes Manager in rolling out select regional events and initiatives

o Supporting the organization of Regional Network Council (RNC) meetings

o Facilitating collaboration among the HQ, UN Global Compact teams and the Networks on administrative, communications, accounts & finance and programmatic topics.

o Developing presentations and reports on a need basis.

o Performing other duties as required for the effectiveness of the Dubai Regional Hub’s mandate.

o Creating communication, marketing, and/or fundraising materials on a need basis.

QUALIFICATIONS

● Minimum 5 years of relevant work experience.
● First degree or bachelor in business administration, management, or related fields.
● Fluency in English & Arabic (verbal and written).

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.
● 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.
Foundation for the Global Compact

Job Opening   | Manager, Network Operations and Expansion - Middle East, Eastern Europe and Central Asia

- 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. digital and productivity applications and tools.
- Advanced proficiency in essential communication and reporting tools (Excel, PowerPoint, Word).
- Demonstrable experience in data analysis, able to extract insights from conducted surveys.

RECRUITMENT PROCESS

- Applications will be accepted until **16 August 2024**
- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Manager, Network Operations and Expansion - Middle East, Eastern Europe and Central Asia
  - Cover Letter
  - Resume/CV

- 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 Dubai. The Foundation for the Global Compact does not sponsor work visas.**