Position Title: Manager, Global Operations
Location: New York, NY

POSITION SUMMARY

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 12,000 participants in more than 100 countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of business, investors, Government, UN and civil society stakeholders to advance sustainable development.

Central to the UN Global Compact’s strategy are the 69 Global Compact Networks around the world, driving business implementation of the UN Global Compact’s Ten Principles and the Sustainable Development Goals at the national and regional levels.

The Manager, Global Operations will be responsible for supporting the operationalization of the UN Global Compact strategy that calls for improved coordination between the New York Office and Local Networks on strategic planning, communication, and monitoring and evaluation. He or she will manage the collaboration between the New York Office and Local Networks and building a culture of “One Global Compact. He or she will lead the planning of internal events with Networks such as the Annual Local Network Forum and ensure a timely communication and information sharing between and among Networks, the New York Office and Regional Hubs.

Candidates should have exceptional communication and collaboration skills, coordinate projects with acute attention to details, be an effective team player and be a super user across a range of productivity tools and applications.

DUTIES AND RESPONSIBILITIES

- Lead the inclusion of Local Network within organization-wide strategic planning processes to support the implementation of centralized global-local planning
- Orchestrate the alignment of Network plans with organization-wide priorities
- Manage the strategy and approach for country coverage through regional hubs
- Facilitate that regional hubs have appropriate resources and connections to GCO to manage countries effectively
- Lead the design and planning for the Annual Local Network Forum and support the planning of internal meetings with Network representatives such as regional meetings and Executive Director retreats.
- Manage the LN Hub and Slack integration in terms of user engagement, content creation, and ensuring that the platforms enhance ways of working between GCO and Network Staff
- Support Regional Managers in launching new country Networks
- Support organizational Monitoring & Evaluation processes by gathering relevant inputs from Networks and global data sources
- Support the development and delivery of global campaigns to ensure perspective and engagement of Local Networks is central

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- Support integration of and collaboration with Networks across different teams in the NY Office

QUALIFICATIONS

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

Core Values:

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; 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 behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

Competencies:

- **Professionalism:** Knowledge of relevant UN Global Compact issue areas and workstreams; 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; remains calm in stressful situations.

- **Communication:** 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 audience; demonstrates openness in sharing information and keeping people informed.

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- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; and takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**RECRUITMENT PROCESS**

- Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading: Manager, Global Operations
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 11, June 2021.
- 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

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.

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