POSTING TITLE: Manager, Expansion and Operations - Asia & Oceania
LOCATION: Bangkok, Thailand (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 62 Local Networks globally, including 15 Country Networks and offices in the Asia & Oceania region.

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 Bangkok Regional Hub oversees the Asia & Oceania (A&O) region.

Based in Bangkok, the Manager for the Bangkok 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 A&O region. As part of the UN Global Compact Bangkok Regional Hub, s/he will work closely with the Regional Head of the A&O region and other relevant colleagues based in UN Global Compact HQ in NY.

DUTIES AND RESPONSIBILITIES

The Manager will engage very closely with both the UN Global Compact Regional Head and the UN Global Compact staff in Headquarters (HQ), Country Network and Country Managers in the region to:

- Steer the implementation of the geographical expansion plan in the A&O region, including:
  - Managing the implementation of the expansion plans in the region, 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.
  o Overseeing country managers’ development and delivery against workplans and expansion roadmap.

● Support Global Compact Country Networks in the region in addressing governance, management and integrity issues, including:
  o Monitoring the implementation of UN Global Compact Quality Standards and providing support to Networks based on individual needs.
  o Ensuring proactively that the Annual Agreements entered into with Global Compact Networks are renewed and updated in a timely manner.
  o 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:
  o Helping identify gaps in consultation with Global Compact Country Networks and building their internal capacities.
  o Following up and monitoring the reporting of all Networks required by the UN Global Compact.
  o Responding to a variety of queries from Networks and connecting them with relevant UN Global Compact colleagues to address any questions raised.
  o Providing Networks with relevant information to keep them updated on the latest UN Global Compact policies and initiatives.
  o Organizing onboarding meetings with Networks and their respective Boards.
  o Tracking and tabulating Business Model data and other related information, etc.
  o 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.
  o Contributing to the adaptation of global campaigns to different national/subregional audiences.
  o Liaising with Global Compact Networks for the identification and implementation of joint opportunities and priorities.
  o Onboarding new Network staff including Executive Directors.

● Support the development and implementation of the Bangkok Regional Hub regional work plan, including:
  o Contributing to the development of the regional workplan by actively collecting inputs from Country Network and colleagues to develop the regional workplan.
  o 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.
  o Working closely with the Regional Head to ensure timely implementation of the Bangkok Regional Hub strategy, including Outreach & Engagement, Programme Delivery and Intergovernmental Relations, interaction with local boards and other key stakeholders.
  o Supporting the Regional Head in rolling out select regional events and initiatives.
Supporting the organization of Regional Network Council (RNC) meetings.

- Facilitating collaboration among the HQ, UN Global Compact teams and the Networks on administrative, communications, accounts & finance and programmatic topics.
- Developing presentations and reports on a need basis.
- Supporting the Shared Network Service consultants in delivery of their workplans, as needed.
- Performing other duties as required for the effectiveness of the Bangkok Regional Hub's mandate.

**QUALIFICATIONS**

- Professional with strong strategic, analytical and communication skills, substantive expertise in project management, stakeholder engagement, business administration, and/or sustainable development.
- At least five years of relevant work experience in business sustainability, business management and/or sustainable development issues, and proven record of managing large-scale initiatives in the Asia & Oceania region.
- First degree or bachelor in business administration, management, or related fields, postgraduate degree desired.
- Fluency in English (verbal and written).
- Knowledge of another Asian language is an asset.
- Experience working in a Global Compact Country Network (CN) or United Nations System is desired.

**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;
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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 is desirable.
● 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 30 August 2024
● Please include the following materials in your e-mail submission to hринquiries@unglobalcompact.org with the subject heading “Manager, Expansion and Operations - Asia & Oceania”
  ○ 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 Bangkok, Thailand. The Foundation for the Global Compact does not sponsor work visas.