

Foundation for the Global Compact

Job Opening | Manager, Programmes (Knowledge and Communications)



Posting Title: Manager, Programmes (Knowledge and Communications)

Location: New York, NY

POSITION SUMMARY

The United Nations Global Compact is the world's largest sustainability initiative with over 20,000 participating companies in over 160 countries and 65 Local Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with Ten Principles in the areas of human rights, labour, the environment and anti-corruption.

UN Global Compact Programmes support the initiative's vision to mobilize a global movement of responsible companies and organizations to create the world we want. Building on two decades of expertise on environmental, social, governance and financial issues, our Programmes have been designed to mobilize business to meaningfully contribute to the 2030 Agenda, and to demonstrate the essential role that the private sector can play in contributing to broader UN goals and priorities.

Under the guidance of the Senior Manager, Strategy, Operations & Impact, the Manager, Programmes (Knowledge and Communications) will be responsible for contributing to and overseeing programmatic messaging and contents and integrating across key units and teams. The Manager will also contribute to and support the implementation of the Global Compact programme portfolio and broader planning efforts to ensure effective unit strategy and operations.

DUTIES AND RESPONSIBILITIES

Knowledge Management & Insights

- Oversee collection, organization, dissemination, and overall management of knowledge for the Programmes Unit and issue teams.
- Manage and update relevant programmatic information on the Global Compact website, Dashboard, Hub and other internal management tools.
- Provide timely data collection of programme related activities, metrics and requests.
- Research and analyze emerging sustainability issues, trends, policy advancements, reports and partner initiatives. Manage media monitoring efforts to develop insights, inform strategic planning for the Programmes Unit, and ensure issue teams are well-informed and forward-thinking.
 - Keep abreast of new business insights on relevant topics and ecosystem trends to support with developing an innovation pipeline for new programmes.

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- Develop and deliver cohesive and timely briefing materials, key messaging and programmes-related communications.
 - Coordinate and input to office-wide presentations, talking points, speeches and programme-related engagements, initiatives and communications by liaising with key units and teams, including Board Relations, Government Relations, UN Relations and the Front Office.

Communications & Programme Integration

- Serve as a Programmes focal point with the Communications Team, including on programmes-focused and team messaging, content, website updates, standard operating procedures, project management and strategic positioning for programme deliverables.
 - Organize regular meetings between Programmes and Communications to facilitate collaboration and alignment.
 - Facilitate effective planning for programme and issue-area related communications.
 - Support and contribute to alignment, quality control and issue integration opportunities for flagship programme deliverables.
- Collaborate and liaise with key internal functions including Digital, Front Office, Strategic Events, Global Operations, and Strategic Planning, Monitoring & Evaluation (SPME) to ensure effective collaboration with the Programmes Unit.
 - Serve as the digital champion and support digital transformation needs for the Unit, including ensuring necessary infrastructure is in place.
 - Manage Front Office requests to the Unit and oversee programmes input, messaging and programme-related convenings and calendars.

Programme Planning & Support

- Support the implementation of the Global Compact programme portfolio across environment (climate, ocean, water), social sustainability (human rights, labour & decent work, gender), governance & anti-corruption, and enabler areas (sustainable finance, SDG Integration, sustainable supply chains).
- Provide inputs to written materials, analyses, risks, opportunities and trends within the enablers pillar of the programme portfolio.
- Manage and monitor programme planning resources, including the 18-month roadmap.
- Organize Programmes team meetings, workshops and calendars; craft comprehensive agendas, in-depth background notes, discussion questions, and outcome documents.
- Support the Senior Manager, Strategy, Operations & Impact and the Senior Manager, SDG Integration on priority initiatives, strategic operations and special projects.
- Participate in relevant internal taskforces and project meetings.
- Perform other duties as required.

COMPETENCIES

Communications: 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 the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with the final group decision, even when such decisions may not entirely reflect one's own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amounts of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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

- First degree (Bachelors or equivalent) preferably in international affairs, sustainable development, sustainability, business administration or related field is required.
- Minimum of five (5) years of relevant experience in project/programme management, communication or relationship management and relevant programme/project experience on

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environment or sustainability issues especially as it relates to UN-business collaboration is desirable.

- Excellent written and verbal communication skills, including the ability to effectively communicate complex topics to a broader audience.
- Strong interpersonal skills and the ability to collaborate effectively.
- Strong analytic, problem-solving and project management skills.
- Demonstrated knowledge of sustainability and relevant issue areas.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Manager, Programmes (Knowledge and Communications)”:
 - Cover Letter
 - Resume/CV

Applications will be accepted until **26 March 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 United States. The Foundation for the Global Compact does not sponsor work visas

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