POSTING TITLE: Manager, Target Gender Equality

LOCATION: New York, Abuja, Bangkok, Copenhagen, Dubai, or Panama City

POSITION SUMMARY:

The UN Global Compact is the world’s largest sustainability initiative with over 11,000 participating companies in 163 countries and 69 Local Networks around the world. It enables and supports companies across all sectors, geographies and sizes in their efforts to help meet the Sustainable Development Goals. Today, 75% of the companies that participate in the UN Global Compact have implemented activities to advance the SDGs.

The strategic ambition of the Global Compact is to accelerate and scale the global collective impact of business by upholding the Ten Principles and delivering the SDGs through accountable companies and ecosystems that enable change. The United Nations Global Compact is supported by the Foundation for the Global Compact, a U.S.-based non-profit that exists solely to provide vital financial, operational and programmatic assistance to the work of the UN Global Compact.

The Manager will be responsible for supporting the successful rollout of “Target Gender Equality” – an accelerator programme supporting businesses to set and meet ambitious targets for women’s representation and leadership. The initiative is rolled out at the country level in collaboration with Global Compact Local Networks in over 50 countries across all regions.

Candidates should have exceptional communication, writing and collaboration skills, coordinate projects with acute attention to detail, be an effective team player and be proficient across a range of platforms and applications with a keen interest to keep learning.

DUTIES AND RESPONSIBILITIES:

- Lead the ongoing implementation of the Target Gender Equality Accelerator, including continuous programme improvements based on stakeholder feedback
- Manage the development of all materials required to successfully deliver TGE locally and regionally
- Manage and support Local Network implementation of the programme through regular communication and robust planning
- Support the development of Accelerator-related communications and promotional materials including email campaigns and session toolkits
- Manage the coordination of participant communications, including overseeing the development of engagement emails to keep participants on track, and responding to technical issues;
- Manage relationships with external subject matter experts and key stakeholders to ensure programme success
• Lead the coordination of the translation process and packaging of content to meet programme deadlines;
• Develop case examples and impact stories derived from participating companies around the world
• Oversee progress and impact reports based on set-out KPIs for the programme
• Collaborate with leads of other Accelerators and across the office to ensure coherence of approach, sharing of best practices and timely delivery across issue areas
• Draft and edit briefing notes, talking points, slide decks and other material as needed
• Research across topics related to gender equality including organizing database on stats and key messages

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 or Bachelors in business administration, communications, international relations, social sciences, management or related field
• Minimum of five years of relevant experience in the areas of sustainable development or corporate sustainability including a minimum of three years of relevant experience specifically related to gender equality.
• Demonstrated strong project management skills, problem-solving abilities and proactive attitude
• Proficiency in Microsoft Office, Google Suite, Slack and Salesforce are required. Further design, communications and social media skills are an asset.
• Experience in monitoring and evaluation is an asset.
• Experience working in gender equality or other area of sustainability and working with Global Compact Local Networks and/or UN agencies are assets.
Proficiency in English is essential, especially in writing.
Knowledge of other languages is highly desirable.

COMPETENCIES
- A strong understanding of the mandate and work of the UN Global Compact is required.
- Knowledge of fundamental principles on the business of human rights and gender equality
- Experience in programme management including programme design, monitoring, and evaluating and reporting using the relevant frameworks is required.
- Experience in research and drafting reports is desirable.
- Experience managing multi-stakeholder partnerships and consultations is desirable.
- Work experience at a regional and/or international level is desirable.
- Strong attention to detail, organizational and program management skills; ability to lead multiple projects at once.

BENEFITS
- Salary -$66,000 - $80,000
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option. (New York location only)
- Vacation Days - 30 paid days (6 weeks) per year.
- Paid Parental Leave
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS
Please include the following materials in your e-mail submission to hrinquiries@unglobalcompact.org with the subject heading “Manager, Target Gender Equality:
- Personal statement of what interests you about this job opportunity.
- Resume/CV

Applications will be accepted until November 24, 2023
Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.

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.