



**Posting Title:** Manager, Programme & Policy, Programmes

**Location:** New York, NY

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## POSITION SUMMARY

The United Nations 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 (SDGs). 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 UN 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, Programme & Policy will be responsible for contributing to and supporting effective implementation of the Global Compact programme portfolio and coordinate collaboration and integration across key units and teams. The Manager will also contribute to broader programme development planning and policy efforts to ensure effective and cohesive programmes unit strategy and operations.

## DUTIES AND RESPONSIBILITIES

- Support the implementation of the Global Compact programme portfolio across “lead & shape”, “co-operate with others”, “follow & amplify” themes including providing relevant support/liaising with Global Operations, Local Networks, Participant Engagement, Partnerships and Communications units.
- Develop and map process flow and support continuous process improvements in collaborative work with other units for the delivery of the programme portfolio.
- Provide timely data collection and report-out of programme related activities, metrics and requests, and drive collaboration with the M&E unit.
- Provide regular input to programme development planning and policy to maintain cohesive and effective programmes portfolio and contribute to unit strategy documents, activity plans and management reports.
- Keep abreast of companies participating in programmatic work; prepare regular engagement and financial status overviews, including expected and received contributions. Liaise with Finance & Accounting teams and respond to financial queries from issue leads and participating companies.
- Mange and update relevant programmatic information on the Global Compact website, Dashboard, Hub, Salesforce and other internal management tools.



- Keep abreast of budgets and support overarching programme team needs including inputs to fundraising proposals, digital transformation needs, communications among other priority areas.
- Provide substantive and administrative support to the Chief of Programmes; support Head of Programme Policy with priority initiatives, Programmes unit strategic operations and special projects.
- Coordinate Programmes team meetings, workshops and represent programmes team at relevant internal taskforces or 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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount 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.
- **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 final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## 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

- Master's in public administration, management, international development or related field is required.
- Minimum of 5 years of relevant experience in project/programme management, administration, or relationship management is required. Experience working on issues related to corporate sustainability is required. Understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- 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 [hquiries@unglobalcompact.org](mailto:hquiries@unglobalcompact.org) with the subject heading: **Manger, Programmes & Policy and Programmes**":
  - 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.**