

Posting Title: Project Manager, Young SDG Innovators Programme.

Location: Flexible (New York, Copenhagen or remote from another location)

POSITION SUMMARY

The UN Global Compact is the largest corporate sustainability initiative in the world. With over 13,000 participants from more than 100 different countries, the UN Global Compact has an unparalleled global reach and the exclusive opportunity to activate a diverse network of businesses to advance sustainable development in collaboration with investors, Government, UN and civil society stakeholders.

The Young SDG Innovators Programme (YSIP) is an SDG innovation and intrapreneurship accelerator for young professionals in participating UN Global Compact companies. To date the programme has engaged more than 500 young professionals from 300 companies across 15 countries and resulted in 200+ new SDG business solutions. YSIP is run in collaboration with Local Networks around the world that are central to the UN Global Compact's mission and strategy.

The Project Manager will be responsible for the ongoing rollout of YSIP, supporting Network delivery, securing continuous improvements to the programme, help secure future funding, and support Network delivery. The Project Manager will also manage the delivery of a number of other activities that aim to reach UN Global Compact companies with content and opportunities related to the Ten Principles, the SDGs, breakthrough innovation and entrepreneurship.

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

- Coordinate and support the successful implementation of YSIP by Local Networks
- Facilitate communication with Local Networks and implementation partners, including through Slack, the Network Hub, regular webinars and bilateral calls as needed;
- Manage the coordination of participant communications, including responding to technical issues and supporting Networks in participating engagement efforts;
- Collaborate with colleagues and Networks on the promotion and launch of the program
- Lead the coordination of the translation process and updating and improvement of content to meet program deadlines;
- Manage the coordination of participant communications, including overseeing the development of engagement emails to keep participants on track, and responding to technical issues;
- Support the organization of in-person meetings and consultations with Networks on the sidelines of global events;
- Oversee progress and impact reports based on existing targets for the programme and continue updating and improving on KPIs and targets for future rounds



- Collaborate with leads of other programmes across the office to ensure coherence of approach, sharing of best practices and timely delivery across issue areas.
- Manage the continuous improvement, development and management of the online learning management portal for the programme
- Manage the routine collection and tracking of programme outcomes through surveys, interviews and other M&E mechanism and prepare quarterly and annual programmatic performance reports in line with the programme reporting cycle.
- Support Local Networks in navigating partnerships at the country level, helping to identify strategic opportunities and find solutions to challenges as needed
- Plan and participate in capacity building and training activities for Local Networks in delivering YSIP at the country level
- Coordinate with Marketing, Communications, Fundraising, Participant Engagement and other internal teams to deliver on YSIP objectives
- Manage budgeting and spending for YSIP, including management of grants, funding requests and payment processes
- Organize global YSIP events both online and in-person as well as online and in-person trainings and consultations with Networks, and represent the YSIP global
- Lead the evaluation of the program after each round with a view to design improvements and build additional scale into future rounds.
- Support the design and delivery of presentations, reports and other materials about Young SDG Innovators
- Work with colleagues to design and deliver content on breakthrough innovation and entrepreneurship for the Global Compact Academy
- Other duties and projects, as applicable.

QUALIFICATIONS

- Advanced university degree (Master's degree or equivalent) in international relations/development, business administration, public administration or related field.
- At least 5 years of relevant work experience
- Experience from working in or with business on sustainability-related challenges and opportunities
- Strong project management skills and experience from managing international projects
- Good understanding of business management practices and business innovation
- Excellent communicator in English, both verbally and in writing. Proficiency in other languages is an advantage
- Super-user of digital and productivity applications and tools
- Flexible and service-oriented team player with a can-do and eager-to-learn attitude
- Experience in client-facing role with strong stakeholder management skills
- Proven ability to manage multiple priorities, meet deadlines, and thrive in a fast-paced environment

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.
- **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.

Duration: Initial 8 months with possibility for extension based on performance review

RECRUITMENT PROCESS

Please include the below documents in your email submission to hquiries@unglobalcompact.org with the subject heading "Project Manager - YSIP"

- Cover letter
- Resume/ CV

Foundation for the Global Compact

Job Opening | Consultant, SDG Ambition



Applications will be accepted until 12 November 2021.

Given the anticipated volume of submissions, we will likely only contact select candidates.

Please, no phone calls or unsolicited e-mails outside of the submission process