

Foundation for the Global Compact

Job Opening | Manager, Integrity



POSTING TITLE: Manager, Integrity

LOCATION: New York, NY

POSITION SUMMARY

Under the guidance of the Senior Manager of integrity, the Manager will be responsible for carrying out key duties to implement the initiative's integrity policies and procedures.

DUTIES AND RESPONSIBILITIES

- Manage the development/update of relevant policies and procedures to implement the integrity strategy across the Global Compact Office and its Networks.
- Advise colleagues across the office on development of new policies and processes to ensure alignment with integrity strategy.
- Manage the due diligence process for high-level engagement opportunities and at entry, with escalation of serious matters to senior members of the team. This includes improving the due diligence methodology and ensure alignment with UN best practices and frameworks.
- Develop and conduct trainings for colleagues and Local Networks to increase awareness of integrity policies and procedures.
- Develop plan of action based on outcome of analysis and present recommendation to senior members of the team for approval, in case of prominent matters raised under the integrity measures.
- Manage the dialogue facilitation process under the Integrity Measures. Specifically, research the nature of complaints submitted to the Global Compact Office, identify matters that fall within the scope of the Integrity Measures (allegations of egregious and systematic abuse of the UN Global Compact Principles) and develop plan of action based on outcome of analysis.
- Collaborate with Global Compact Local Networks and with the Global Operations team to ensure collaboration on relevant issues, in compliance of Quality Standards as they relate to integrity.
- Develop integrity section for quarterly management reports to the Global Compact Board on actions taken with respect to Integrity Measures.
- Manage relationship with due diligence service providers and UN due diligence reference points, including by answering queries on due diligence practices and reviews of specific companies. Oversee invoicing process for use of ESG service providers.
- Oversee implementation of logo policy and work closely with communications team to ensure alignment on brand guidelines for participants, sponsors and partners.
- Provide general support to senior members of the Integrity team.

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

Education:

- Master's degree (or international equivalent) preferable in the international relations, political studies, law, economics or business administration or related field.

Work experience:

- 5 years of experience of conducting risk assessments or ESG research and analysis. Strongly prefer candidates with experience in assessing corporate sustainability practices or with using information from ESG due diligence providers. Experience in writing legal memos or policy documents are desirable, but not required. Strong communication, inter-personal and time management skills are a must, as well as organizational skills.

Languages:

- Fluency in English is required. Knowledge of another UN official language is an advantage.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to hriquiries@unglobalcompact.org with the subject heading: **"Manager, Integrity"**

1. Cover Letter
2. Resume/CV

- Applications will be accepted until **9, July 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

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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.