POSITION SUMMARY

Foundation for the Global Compact seeks a proactive and diligent Manager to support the advancement of the Tenth Principle of the UN Global Compact through the management and implementation of the Anti-Corruption Collective Action (AC CA) initiatives by the Global Compact and its Local Networks. The Manager will work under the supervision of the Chief, Programmes and Chief, Intergovernmental Relations and Africa, and in close collaboration with Chief, Global Operations and the Managing Director, Foundation for the Global Compact. The incumbent will be responsible for supporting Global Compact's activities on the Tenth Principle and in the AC CA space, including implementing two multi-year projects designed to advance AC CA within Global Compact Local Networks and their participants. The incumbent will discharge project management and support functions, including, monitoring and evaluation, bi-annual progress and financial reporting, communications and engagement with the Global Compact Local Networks and other strategic partners, and will undertake a variety of administrative support duties.

DUTIES AND RESPONSIBILITIES

• Managing and implementing two multi-year AC CA projects designed to engage Global Compact Local Networks, their business participants and other stakeholders, in Collective Action against corruption. This includes advancing the uptake of the Uniting against Corruption: A Playbook on Anti-Corruption Collective Action.
• Working closely with Global Compact Local Networks and Programmes to ensure timely implementation of the projects. This includes regular engagement and communication with the Local Networks and other relevant stakeholders, liaising with various teams within the Global Compact office, including Intergovernmental Relations, Global Operations, Communications and Finance to deliver the projects’ outcomes and meet the KPIs.
• Conduct regular monitoring and evaluation to ensure on-going tracking and consolidation of activities and expenses per the established work-plans and budgets. This includes preparation of templates and toolkits for the Global Compact Local Networks that are part of the projects.
• Preparing consolidated bi-annual progress and financial reports for the funders, as needed, including working with the Finance team to prepare audited consolidated financial reports.
• Planning workshops, webinars, conferences and other interactive sessions and engaging business, also through the Global Compact Local Networks, in activities that contribute to enhance the capacity of business to promote anti-corruption through Collective Action, in line with the project work-plans.
• Preparing various written outputs, e.g. agenda for events, briefing notes, Power Point presentations, reports, workshop materials, press releases, talking points for senior staff, etc. and make presentations, for example at the meetings of Global Compact Local Networks.
• Supporting Global Compact Local Networks’ efforts on policy engagement and programmes with the public sector on AC CA.
• Supporting and advancing the Tenth Principle issue area and strengthening relationships with organizations working on anti-corruption, both within the UN System and those identified as strategic partners.

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• Any other administrative duties and support functions as assigned, for successful implementation of the projects and generally advancing anti-corruption and transparency within Global Compact’s participants.

COMPETENCIES

• **Project Management**: Prior Project Management experience, including experience of working on international projects with local country offices or teams, in sustainable development, corporate sustainability and/or other international developmental fields is required. Project management experience in anti-corruption, Collective Action and policy engagement with the public sector is an advantage.

• **Language Skills**: Fluency in spoken and written English is required. Knowledge of other UN official languages is an advantage.

• **Computer/Technical Skills**: Advanced proficiency in MS Office Suite (Microsoft Word, Excel and PowerPoint). Proficiency in financial tracking, budget planning and funder reporting is required. Sound knowledge of web based communication platforms such as Zoom, Igloo, Trello, etc. is an advantage.

• **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 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.

• **Team Player**: 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.

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EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree (Bachelors or equivalent) preferably in business administration, project management, law, public policy or related field is required. An advanced degree is desirable.
- Minimum of 5 years of relevant work experience related to project management, finance management/reporting, stakeholder engagement. Previous work experience on corporate sustainability, governance, anti-corruption, Collective Action with diverse stakeholders and policy engagement is considered an advantage.
- Experience in project cycle management, including budgeting and reporting, grant management, and monitoring and evaluation is required.
- Experience in establishing and executing collaborations with international donors, governments, international NGOs, and private-sector organizations, including for fund raising, is desirable.
- Practical field experience working and/or living abroad in country and or regional experience with developing country settings is desirable.

BENEFITS

- Competitive Salary
- Retirement Plan – 15% employer contribution after 6 months of services with additional 7.5% matching option.
- Vacation Days - 30 paid days (6 weeks) per year.
- Maternity leave - 16 weeks with full pay.
- Paternity leave - 4 weeks with full pay.
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

- Please include the following materials in your e-mail submission to UNGC1@unglobalcompact.org with the subject heading “Manager, Anti-Corruption, Programmes”:
  1. Cover Letter
  2. Resume/CV

- Applications will be accepted until 12 August 2022.
- 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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