



Posting Title: Coordinator, Global Operations – Western Europe

Location: Copenhagen, Denmark (or remotely from other European 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.

Central to the UN Global Compact's mission and strategy are the approximately Local Networks around the world, driving business implementation of the UN Global Compact's Ten Principles and the Sustainable Development Goals at the national and regional levels.

The Coordinator, Global Operations will be supporting Local Networks in Western Europe & North America and facilitate collaboration between the Networks and UN Global Compact HQ in New York. The candidate will in addition be responsible for projects related to data management and tracking, support the roll-out of various digital collaboration tools, support Chief of Global Operations on a variety of smaller tasks and projects, and collaborate with the rest of the Global Operations team on different events and activities.

Candidates should be a super user across a range of productivity tools and data management applications, have strong communication skills, be an effective team player with the ability to manage many small and large tasks in parallel. Passion for sustainability and knowledge about the UN Global Compact required.

DUTIES AND RESPONSIBILITIES

- Provide programmatic, planning and operational support for Local Networks in Western Europe & North America
- Support communication and collaboration between Local Networks and UN Global Compact HQ teams in the New York Office



- Support and coordinate meetings of the Regional Network Council for Local Networks in Western Europe & North America as well as the annual Regional Meetings
- Help develop, implement and maintain systems and procedures for managing information and data related to Network structures and performance as well as business participant data
- Provide research, coordination and support for projects managed by supervisor
- Support roll-out and maintenance of digital collaboration tools and support collaboration within the Global Operations team. Collaborate with team members and other UN Global Compact colleagues on major events like UN Global Compact Leaders Summit, UNGA week, and the Annual Local Networks Forum
- Other duties and projects, as applicable.

QUALIFICATIONS

- Advanced university degree (e.g. Masters) or Bachelors degree in business administration, international relations, social sciences, management, law or a related field.
- At least 2-3 years of relevant work experience
- 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 12 months with possibility for renewal

RECRUITMENT PROCESS

Please include the below documents in your email submission to hrinquiries@unglobalcompact.org with the subject heading "Coordinator – Global Operations, Copenhagen/Europe"

- Cover letter
- Resume/ CV

Applications will be accepted until 17 December 2021.

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