

**Posting Title:** Manager, Programme Engagement

**Location:** New York, NY

## POSITION SUMMARY

The Manager, Programme Engagement will be responsible for contributing to effective programme portfolio design and coordinate collaboration across units including Local Networks, Participant Engagement, Communications & Strategic Events, Marketing & Digital to facilitate robust programme engagements. The Manager will contribute to developing and advancing programme initiatives including developing basic and tailored contents for business to mainstream the Ten Principles and to integrate a principles-based approach to the Sustainable Development Goals.

## DUTIES AND RESPONSIBILITIES

- Support effective implementation of new delivery channels of the programmatic portfolio and coordinate collaboration and integration across key units. Liaise with Global Operations, Local Networks, Participant Engagement, Marketing, Strategic Events & Communications teams to ensure cohesive programme engagement opportunities, design and communications.
- Manage the programme implementation of the organization's RACI framework and serve as a member of the Project Management Office. Manage day-to-day RACI work and support initiatives to embed the RACI process in programme portfolio design and evaluation.
- Manage and develop basic toolkits and 101 content on the Ten Principles and a principles-based approach to the SDGs. Keep abreast of data and trends on the Ten Principles and integration of SDGs among business participants. Liaise with subject matter experts, Participant Engagement and Local Network teams to develop tailored contents, refresh of existing tools, and keep up-to-date narratives on the Ten Principles and the SDGs.
- Support the operationalization of the SME workstream from a programmatic perspective including curation of existing resources and ensuring SME lens to relevant programme initiatives. Provide programme design support to regional strategies.
- Develop and contribute to key messages, narratives and deliverables for programmatic events and engagements in collaboration with key units.
- Serve as focal point on digital dimensions of Programmes Unit including providing input to digital strategies, tools and platforms for business engagement. Liaise with other units to support the development of digital platform for good-practice sharing and goal-setting on a range of SDG issues and impact goals.
- Provide support to the Chief, Programmes and Head, Programme Policy on thematic priorities, events and cross-cutting issue work and contents.

## 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:** A master's degree in business, sustainable development, management, or a related field.
- **WORK EXPERIENCE:** Five years of experience in project or programme management is required. Experience working on issues related to UN and corporate sustainability is required. Experience in programme outreach, communications and/or digital engagement with the private sector is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN languages 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, Programme Engagement”
  1. Cover Letter
  2. Resume/CV
- Applications will be accepted until **8, October 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 United States. The Foundation for the Global Compact does not sponsor work visas.