

Foundation for the Global Compact

Job Opening | Coordinator, Programmes



POSTING TITLE: Coordinator, Programmes (Strategy and Management)
LOCATION: New York, NY

POSITION SUMMARY

The United Nations Global Compact is the world's largest sustainability initiative in the world with over 21,000 participating companies in over 160 countries and 61 Country Networks around the world. As a special initiative of the UN Secretary-General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with the Ten Principles in the areas of human rights, labour, the environment and anti-corruption.

UN Global Compact Programmes support the initiative's vision to mobilize a global movement of responsible companies and organizations to create the world we want. Building on two decades of expertise on environmental, social, governance, and financial issues, our Programmes have been designed to mobilize business to meaningfully contribute to the 2030 Agenda, and to demonstrate the essential role that the private sector can play in contributing to broader UN goals and priorities. The Programmes Unit leads the development, implementation, monitoring and evaluation of programmes and policy development in the Global Compact Office in New York.

Under the guidance of the Chief of Programmes and working in collaboration with the Programmes Management Team, the Coordinator, Programmes will directly support the day-to-day activities and priorities of the Programmes Unit as determined by the Chief. The Coordinator will serve as an assistant to the Chief of Programmes supporting key priorities and day-to-day management initiatives to advance unit strategy, operations and impact.

DUTIES AND RESPONSIBILITIES

- Support the Chief of Programmes with key engagements, projects and initiatives including coordination of day-to-day activities and tasks. Collaborate and liaise with key internal functions across the office including Chief of Staff, Government Relations, Global Operations, Outreach & Engagement and other Units.
- Manage the schedule of engagements of the Chief of Programmes; coordinate the preparation of relevant materials, briefings, research and background documents for meetings.
- Coordinate with issue area sub-teams across environment (climate, ocean, water), social sustainability (human rights, labour & decent work, gender) governance & anti-corruption, and enabler areas (sustainable finance, SDG integration, sustainable supply chains) on inputs for internal and external meetings.

Foundation for the Global Compact

Job Opening | Coordinator, Programmes



- Contribute to strategic planning, portfolio prioritization and operationalization activities of the Programmes Unit, liaising with the Programmes Management Team.
- Coordinate the preparation of Programmes Team meetings and workshops; craft comprehensive agendas, assist in the development of meeting summaries and support in monitoring follow-up actions taken.
- Support the Chief in executing standard administrative functions (i.e. human resource tasks and other responsibilities).
- Monitor and prioritize incoming communications; prepare emails, letters and other communications and correspondences.
- Support travel arrangements; prepare itineraries; agendas and briefing materials.
- Draft presentation slides, compile input to talking points, analyses and documents to support the Chief of Programmes and Programmes Unit as needed.
- Conduct research on priority issues and trends including on corporate sustainability and/or sustainable development.
- Contribute to priority programme initiatives and take on special projects as needed.
- Exhibit a high degree of discretion as it relates to the safeguarding of confidential information.
- Other duties as required.

COMPETENCIES

Planning and Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amounts 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.

Communications: 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.

Foundation for the Global Compact

Job Opening | Coordinator, Programmes



▪

Teamwork: 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 the final group decision, even when such decisions may not entirely reflect one's 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.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree (Bachelors or equivalent) preferably in international affairs, sustainable development, sustainability, business administration, social science or related field is required.
- Minimum of four (4) years of progressive experience in project/programme management, administration and communications. Experience working on issues related to corporate responsibility, UN-business collaboration, and on human rights, labor, environment and/or anti-corruption, is desirable.
- Strong interpersonal skills and the ability to collaborate effectively.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

BENEFITS

- Salary Range - \$51,000 - \$65,000

Please, no phone calls or unsolicited emails outside of the submission process

Foundation for the Global Compact

Job Opening | Coordinator, Programmes



- 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.
- Paid Parental Leave
- Medical /dental/vision employee coverage

RECRUITMENT PROCESS

- Please include the following materials in your email submission to UNGC1@unglobalcompact.org with the subject heading “**Coordinator, Programmes (Strategy and Management)**”
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **7 June 2024**.
- Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.
- Please note applicants must be eligible to work in the United States. The Foundation for the Global Compact does not sponsor work visas.

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.