

Posting Title: Senior Manager, Strategy, Operations & Impact, Programmes

Location: New York, NY

POSITION SUMMARY

The United Nations Global Compact is the world's largest sustainability initiative with over 20,000 participating companies in over 160 countries and 65 Local 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 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 Senior Manager, Strategy, Operations & Impact, Programmes will be responsible for the successful development and implementation of the ambitious Global Compact programme portfolio and for coordinating collaboration and integration across key units and teams. The Senior Manager will also contribute to broader strategic planning, management and M&E efforts to ensure effective and cohesive Programmes Unit strategy, operations and impact.

DUTIES AND RESPONSIBILITIES

- Contribute to and support the successful development and implementation of the Global Compact programme portfolio 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).
- Collaborate/ liaise with key internal functions including Global Operations, Outreach & Engagement and Strategic Events for the successful design and delivery of the programme portfolio at the global, regional and local levels.
- Advance global strategic programme planning and related processes including quarterly programme portfolio review meetings and the 18-month roadmap to maintain a cohesive and effective programme portfolio; contribute to unit strategy documents, annual plans and reports.
- Oversee and evaluate the suite of Think Labs and multi-stakeholder Coalitions (Ocean Stewardship Coalition, CEO Water Mandate, CFO Coalition for the SDGs, Science Based Targets); support with management of Coalition model into the programme portfolio and strategy.

- Provide substantive and project management support to issue teams in key “lead and shape” areas and/or flagship programmatic initiatives.
- Keep abreast of companies participating in programmatic work; oversee, manage and update programmatic information and data on Salesforce and other internal management tools including adoption across issue teams.
- Lead financial management and budgeting efforts for the Unit including oversight of corporate sponsorships, grants, and Government funding. Liaise with Finance & Accounting to support continuous process improvements.
- Support overarching team needs including human resourcing and digital transformation needs.
- Serve as M&E focal point of the Programmes Unit and provide timely data collection and report-out of programme related activities, metrics and requests, and drive collaboration with the M&E Unit.
- Monitor advancement of issue area impact as captured and demonstrated in the M&E framework.
- Support the Chief of Programmes and Head of Programme Policy on priority initiatives, strategic operations, team management and special projects.
- Represent the Programmes Unit at relevant internal taskforces and project meetings.
- Perform other duties as required.

COMPETENCIES

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.

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.

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 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.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- Advanced university degree (Masters degree or equivalent) in public administration, management, international development or related field is required.
- Minimum of seven years of relevant experience in project/programme management, administration and relationship management. Experience working on issues related to corporate sustainability is required, and understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- Experience in programme development including strategy planning, management, budgeting, and monitoring & evaluation are required.
- Strong quantitative and qualitative analytical skills, can synthesize information and offer recommendations/ solutions are required.
- Well-developed interpersonal skills for interaction with leadership and key internal functions are desirable.
- Technical expertise in leveraging digital tools (Microsoft Office, Google Suite, Salesforce, Asana and Slack) is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

RECRUITMENT PROCESS

- Please include the following materials in your email submission to UNGC1@unglobalcompact.org with the subject heading “**Senior Manager, Strategy, Operations & Impact, Programmes**”:
 1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **8 March 2024**.