

Foundation for the Global Compact

Job Opening | Senior Manager, Government Relations and Africa



POSTING TITLE: Senior Manager, Government Relations and Africa
TEAM: Government Relations & Africa (GRA)
LOCATION: New York

DETAILS ON THE UNIT:

The Africa Strategy of the UN Global Compact provides a framework for increasing the impact of the Global Compact in Africa. It acknowledges the critical issues for the private sector in Africa and recognizes the immense opportunities under the SDGs, Africa Continental Free Trade Agreement (AfCFTA) and other regional sustainable development initiatives within the regional economic blocs, and the African Union's Agenda 2063 - a collective blueprint for transforming the African Continent into a global powerhouse of the future. The UN Global Compact will contribute to momentum building efforts by the private sector towards these opportunities to drive sustainability. Click [here for more on the Africa Strategy](#).

In 2022, the Global Compact launched the Africa Business Leaders Coalition (ABLC) – the first-ever pan-African coalition of business leaders, representing an organized, forward-looking, principles-based, and unified voice on the main issues facing the continent and aiming to act within company ecosystems and unlock support for Africa's advancement globally. The ABLC became a reality in 2022 with a clear focus on Climate Action and rallying 56 CEOs around action on climate change at COP27. All members signed the Africa Business Leaders' Climate Statement, the first-ever comprehensive African climate narrative. [Click here for more on ABLC](#).

The Global Africa Business Initiative (GABI), as the premier private-sector-led global platform, that galvanizes African and global private and public sector leaders aims to amplify and accelerate Africa's unstoppable business, trade and investment opportunities, for Africa and the world. In essence, GABI stands as a catalyst for propelling Africa's economic potential and connectivity, positioning itself as a pivotal force in promoting inclusive business, trade and investment opportunities between African nations and the rest of the world. [Click here for more on GABI](#).

ROLE OVERVIEW:

The United Nations Global Compact is seeking for a Senior Manager, Africa Strategy to assist with the execution of key aspects of the Africa Strategy and with project management of the Global Africa Business Initiative (GABI) in its third year. This is a unique opportunity for professionals interested in working help convene a multistakeholder group of Global and African leaders with potential for massive impact across the continent on an issue of global importance.

DUTIES AND RESPONSIBILITIES

Africa Strategy Review and Operationalization in Year 3

- Support the implementation of the Africa Strategy Extension process to outline achievements, opportunities for strengthening the strategy, gaps against the original ambitions, and tweaks and modifications to the strategy into its second phase.

- Support the development, in cooperation with the Fundraising team, of a funding landscape, fundraising plan, and pitch materials to advance and underwrite the Africa Strategy and its key programmatic initiatives notably GABI.
- Support with the development of proposals to key private sector representatives to support the Africa Strategy. Prepare updates and reports to business donors and partners of the Africa Strategy.
- Engage the private sector on the Africa Strategy and mobilize business to support and amplify UNGC's presence in Africa. Prepare external facing documents and strategies for business partners.
- Work closely with our Local Networks on the African continent and the regional Hub on the implementation of the Strategy. Develop and strengthen South-South partnership strategies within the private sector community.

GABI Operationalization in Year 3

- Develop and execute a mobilization plan in increasing stakeholder support of GABI;
- Create content for and coordinate weekly working team meetings;
- Assist the Chief of GRA in preparing for working group meetings with UN partners and other internal colleagues, and the GABI Circle Meetings convened by the Deputy Secretary-General of the United Nations;
- Manage outreach process including:
 - Monitoring invitations and follow-up notes shared through participant engagement team to ensure seamless end-to-end communication with stakeholders;
 - Raising need for 1:1 discussions with stakeholders as required by UNGC leadership to maintain engagement;
 - Coordinating outreach process to confirm stakeholder commitments;
- Manage event planning process for related in-person convenings in the United States and in key cities in Africa including input from content teams for materials and local network engagement for location and logistics;
- Assist the Chief GRA, in close coordination with participant engagement team, in mobilizing more CEOs to join the GABI Circle;
- Assist the Chief GRA in preparing for additional ad hoc events and global presentations as required (e.g., COP 29, UNGA);
- Proactively share opportunities for GABI to amplify its message on the global stage;
- Other activities as necessary.

ABLC Operationalization in Year 3

- Under the overall guidance of the Chief GRA, support coordination efforts to mobilize prospects to join the ABLC in coordination with the Africa Regional Hub, Local Networks, and Country Managers such as but not limited to:
 - Monitoring invitations and follow-up notes shared through participant engagement team to ensure seamless end-to-end communication with stakeholders;

- Raising need for 1:1 discussions with stakeholders as required by UNGC leadership to maintain engagement;
- Coordinating outreach process to confirm stakeholder commitments;
- Support the governance structures of the ABLC such as the Advisory Council and Steering Committee by proposing participants, drafting meetings agendas, and developing related content (speaker notes, slide decks);
- Manage event planning process for related in-person convenings in the United States and in key cities in Africa including input from content teams for materials and local network engagement for location and logistics;
- Relationship management and engaging the different ABLC community (sustainability focal points, gender focal points),
- Assist the Chief GRA in preparing for additional ad hoc events and global presentations as required (e.g., COP 29, UNGA);
- Developing ABLC annual priorities with Chief and long-term sustainability & resource mobilization
- Formalizing ABLC engagements with LNs/CMs.
- Proactively share opportunities for ABLC to amplify its message on the global stage;
- Other activities as necessary.

RESULTS EXPECTED

Timely delivery of assignments with high quality.

COMPETENCIES

Client Orientation: Excellent ability to build cordial relationships with Local Networks and stakeholders, and to leverage these relationships towards the successful implementation of the Africa Strategy.

Communication: Excellent writing skills with strong analytical capabilities; Excellent communicator, experienced in conducting meetings and interviews; Ability to tailor language, tone, style, and format for high-level stakeholders.

Project Management: Superb interpersonal skills and proven experience coordinating complex projects requiring inputs from a large number of external stakeholders.

Organizational skills: Experience in administration including coordination of correspondence and scheduling of meetings with external stakeholders; Excellent time management skills, efficient in meeting commitments and deadline; Ability to manage multiple competing priorities in a high-tempo operational environment; Ability to adapt to changing operational needs and anticipate needs of the team and principals.

Technology: Experience working with various digital tools to conduct online meetings, interviews and surveys, and to compile, analyze, summarize and communicate findings.

Knowledge of African development: Deep understanding of the political and business environments of African countries e.g., previous experience in working on related development issues, Agenda 2030, or Agenda 2063.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- At least 6 years of professional experience in programme/project management, administration, or sustainability

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- Ability to simplify complexity and focus on delivering high value work; ability to prioritize and achieve outcomes.
- Strong organizational and time management skills; experience with outlining approaches; managing programs; aligning stakeholders; and drafting materials;
- Strong written and verbal communication (English) and knowledge French, Arabic, or another UN language is a plus.

In addition, preference for experience in one or more of the below:

- Experience in program management across large organizations;
- Prior experience communicating with senior private sector leaders;
- Prior experience with the United Nations or affiliate groups or other intergovernmental or non-governmental organizations;
- Prior experience working with stakeholders on the African continent;

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.

BENEFITS

- Salary - \$100,000 - \$110,000
- 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 e-mail submission to

hrinquiries@unglobalcompact.org with the subject heading “**Senior Manager – Government Relations and Africa**”

1. Cover Letter
2. Resume/CV

Applications will be accepted until **5 April 2024**

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Given the anticipated volume of submissions, only highly qualified candidates will be contacted.

Applicants must be authorized 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.