

Associate, Participants and Communication, PRME Secretariat Terms of Reference

DESCRIPTION

The Principles for Responsible Management Education (PRME) is a United Nations Global Compact sponsored initiative with the mission to transform management education, research and thought leadership globally by providing the Principles for Responsible Management Education framework, developing learning communities and promoting awareness about the United Nations' Sustainable Development Goals. Higher education institutions become signatory to the Six Principles of PRME, which are inspired by internationally accepted values (such as the Ten Principles of the Global Compact) and provide an engagement structure for academic institutions to advance social responsibility through the incorporation of universal values into curricula and research. PRME seeks to establish a process of continuous improvement among institutions of management education in order to develop a new generation of business leaders capable of managing the complex challenges faced by business and society in the 21st century. Currently, 650 higher education institutions have joined PRME representing 83 countries. PRME's Secretariat is housed by the UN Global Compact Office, with administrative support provided by the Foundation for the Global Compact. Learn more at www.unprme.org.

In order to better engage with current and future participants and to meet the demands of the growing participant base, the PRME Secretariat seeks to recruit an Associate. The **Associate** will report to the Head of the PRME Secretariat, with a dotted line relationship to the Foundation's Management on administrative matters. The duties for the Associate include:

- Relationship management processes:
 - Answering and backstopping day-to-day inquiries and follow up from existing and prospective signatories, such as how to join, how to report, deadlines to report, engagement opportunities, events and proposals, use of the PRME logo, PRME Service Fee, etc.
 - Managing and updating the participant database and stats.
 - Identifying and proactively engaging signatories that are at risk of being delisted from the initiative for failure to share information on progress (i.e. failure to report).
 - Building relationships with PRME participants, identifying their interests and facilitating links for engagement opportunities (PRME Working Groups and workstreams, projects, events, etc.).
 - Supporting the development of outreach strategies and approaches for prospective signatories.
- External communications of the PRME Secretariat:
 - Developing the monthly PRME newsletter
 - Updating existing and creating new content for the PRME website (www.unprme.org) and social media platforms, including Twitter, Facebook and LinkedIn.
 - Supporting outreach for events and preparing promotional material and communications
- Monitoring media and other outlets for relevant news, trends, and coverage of PRME
- Supporting the planning and implementation of global PRME meetings (e.g. Summits and Global Fora).
- Performing other related duties in support of PRME, as required.

EDUCATION

Bachelor's/undergraduate degree plus two years' work experience.

WORK EXPERIENCE

Preferably two years of progressively responsible experience in communications, relationship management, public relations, sales, administration, portfolio management or marketing.

Experience working on issues related to corporate sustainability is preferred. Solid experience and understanding of corporate sustainability, especially as it relates to UN-business collaboration or higher education is desirable.

LANGUAGE

For the post advertised, fluency in English (oral and written) is required. Fluency in a second language is preferred. Knowledge of other UN official languages is an advantage.

ASSESSMENT METHOD

Evaluation of qualified candidates will include a competency-based interview.

COMPETENCIES

Professionalism

Knowledge and understanding of concepts and approaches relevant to corporate sustainability and responsible management, reporting, and/or client management. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to assist with data collection and recording. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

Communication

Fluency in English; proficiency in additional languages is a plus. Exceptional oral and written communications skills (Speaks and writes clearly and effectively. Listens to others, correctly interprets messages and responds appropriately. Tailors language, tone, style, and format to match audience. Demonstrates openness in sharing information and keeping others informed.)

Client Orientation

Considers all those to whom services are provided to be "clients" and seeks to see client's point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them with appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services.

ELIGIBILITY

The contract will be offered by the Foundation for the Global Compact a US based 501(c)3 non-profit organisation that supports the work of PRME and the UN Global Compact. Applicants must be authorized to work in the United States.

Please send your CV and Cover Letter explaining why you would be best candidate for this position to jobs@globalcompactfoundation.org. Applications will be accepted until 17 June 2016.