

Advertisement for the post of Programme Officer

Job title: Programme Officer

No. of positions: 01

Location: World Trade Tower, Sector -16, Noida

Job status: Full time

Last date of application:

About UN Global Compact Network India: As a United Nations Global Compact local arm, Global Compact Network India (GCNI) has been serving as a nation-wide platform for Indian businesses, academic institutions and civil society organizations to join hands for strengthening responsible business practices. UN GCNI and its members remain fully committed to the '10 Principles of United Nations Global Compact' in areas of Human Rights, Labour, Environment and Anti-corruption and the 17 'Sustainable Development Goals (SDGs)' adopted in September 2015, by all 195 Member States of the United Nations including India in order to end extreme poverty, fight inequality and injustice, and protect our planet. For more details, please visit www.globalcompact.in

UN GCNI plans to expand its presence in India and strengthen the portfolio of its operations. UN GCNI seeks to appoint Programme Officers to provide proactive support to the members in implementing the 10 principles and SDGs in India. The job profile involves multiple roles design and implementation of innovative programming, event management, membership support, maintain excellent interface with members, technical agencies, government departments and other stakeholders

Job Profile:

- Liaise with a wide range of stakeholders for promoting UNGC in India
- Perform background research to support the creation of Newsletters, Policy Briefs, White papers and periodic reports
- Coordinate and interface with UNGC & GCN members to undertake key projects.
- Organize and manage Meetings, Conferences, Competitions and workshops.
- Facilitate Capacity Building Training Programmes for members
- Undertake dissemination of research studies /surveys/reports with key stakeholders
- Support for business development and sponsorship of events
- Any other duties assigned from time to time

Competencies

Functional competencies:

- Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.
- Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
- Strong analytical skills
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.
- Strong writing and presentation skills (demonstrated by at least one written sample: e.g. project proposal).
- Effective team player

Corporate competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

Minimum qualifications/ experience: Post graduate in social science /management studies with bright academic record from a reputed institution with work experience of minimum 1 year in areas of 10 principles of UNGC and SDGs.

Desirable qualifications/ experience:

Prior experience of handling one or more aspects of development research and project designs, technical advisory and capacity development, implementation of policies and programmes at the grassroots and communications and reporting of development impact.

Strong experience in collaboration and engagement of diverse stakeholders in particular civil society organizations and governments.

Experience with international organizations such as NGOs and UN agencies

Interested candidates should send their resume along with 3 references, writing sample and a cover letter specifying suitability for position to recruitment@globalcompact.in by May 02, 2025.

Please mention the Job Title being applied for in the subject of the mail.

Salary range: Rs. 6 - 7.5 lacs per annum. (Based on quality and extent of relevant experience)

- *Incomplete applications are likely to be rejected, candidates are requested to ensure that their application is complete in all respect*
- *CVs of shortlisted candidates would be kept in the database and could be used for future short/long term vacancies in the organization*
- *UN GCNI is an equal-opportunity employer and does not discriminate on the basis of caste, religion, race, disability and HIV status.*
- *Qualified women are encouraged to apply*
- *Due to large volume of applications candidates selected for the next stage of the selection process will be contacted by UNGCNI.*
- *UN GCNI reserves the right to withdraw the vacancy announcement without assigning any reasons for the same*