



Vacancy Announcement

Introduction:

Global Compact Network Kenya is a leadership sustainability initiative that is working to support companies in Kenya to translate their company's commitment to the UN Global Compact Ten Principles and put the Sustainable Development Goals (SDGs) into action. The Network brings together close to 300 signatories to the United Nations Global Compact and the 1000 others to the Code of Ethics for Business in Kenya, including a number of Kenya's large companies, small and medium-sized enterprises, and nonprofit organizations to advance corporate sustainability. Participation in the UN Global Compact and membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenya is hosted at the Kenya Association of Manufacturers (KAM) Head office in Nairobi. The specific terms of reference and person specifications for the position are as follows:

Designation: Project Coordinator - Global Compact Network Kenya
Reporting to: Program Manager – Global Compact Network Kenya
Contract Type: Two years renewable
Location: Global Compact Network Kenya Office hosted at KAM Head Office in Nairobi.

Job Purpose:

To support execution of the Global Compact Network Kenya projects and initiatives including but not limited to: Project coordination, events coordination, report writing, stakeholder engagement in line with the UN Global Compact strategic plan and work plan.

The objectives of this position will be met through the following key tasks:

- I. **Project coordination:** Assist in creating and updating the network's project implementation plan, activity schedules, time sheets and budgets in liaison with the Program Manager. Provide coordination support for cross-network activities and participate in project & program meetings.
- II. **Stakeholder engagement:** Assist in organizing project stakeholder meetings, scoping, and keeping an up-to-date tracker of opportunities for partnerships and collaborations, represent the network across different partner platforms and act as a liaison.
- III. **Events management:** Organize, provide logistical support, and promote key programmatic events across funded projects and accelerator programs.

- IV. **Report writing:** Contribute to drafting projects and programmes progress and impact reports, event, and workshop outcome reports for various stakeholder groups such as donors, project partners, Local Network members, national steering committees for the Ten Principles and the SDGs.
- V. **Manage project reports** and documents ensuring they are constantly updated and are properly filed for easy retrieval.
- VI. **Member outreach:** Support outreach efforts to members to drive uptake of the Network's programs and global accelerator initiatives. This will include member checkins to promote the value proposition of each offering.
- VII. **Monitoring & tracking:** Monitor, track, and report back levels of engagement across different programmatic offerings and provide analytical feedback on areas for improvement to enhance uptake, document project risks and propose solutions
- VIII. **Fundraising:** Support the Program Manager to draft winning fundraising proposals, conduct background research for project proposals, keep an up-to-date tracker and coordinate team members for other fundraising support
- IX. **Technical support:** Provide general technical support to UN Global Compact member companies on programmatic offerings. This will include awareness-raising sessions on programs, general induction sessions for program participants.
- X. **Communication and Brand Management:** Support the management of the UN Global Compact and Global Compact Kenya Brand while mitigating any reputational risks arising from the promotion of programmatic activities
- XI. Any other tasks as may be delegated by the Program Manager

Qualifications:

- I. Bachelor's Degree in Business Studies/ International relations/ Social Sciences/ Development studies/ Corporate / Social Sustainability or related fields.
- II. Strong understanding of the Corporate Sustainability Agenda. Understanding of the UN Global Compact and its Ten Principles is an added advantage
- III. Minimum 4 years' experience in Program or Project Management- relevance to Corporate Sustainability integration or Environment, Social Governance (ESG) and disclosures is preferable.
- IV. Strong written and oral communication, presentation and interpersonal skills and ability to work with diverse teams across geographies
- V. Ability to establish and maintain strong collaborative partnerships/relationships with diverse stakeholder groups
- VI. Delivers to clear goals within strategies, identifies priority activities, tracks progress, and adjusts priorities as required
- VII. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook)
- VIII. A working knowledge of Salesforce and CRM tools and the ability to master new programs as needed is preferred

UN Global Compact Values: Integrity; Respect for Diversity; Professionalism.



How to Apply:

Qualifying and interested candidates should complete the [online application form](#) on Global Compact Network Kenya or KAM websites and submit their **Cover letter and CV only** to info@globalcompactkenya.org copying hr@kam.co.ke indicating the word **“Global Compact Kenya Project Coordinator** on the subject line of the email to reach us **no later than Friday, 19 January, 2024 Close of Business.**

Click on Link to apply [here](#)