



**Position:** Project Manager - Ocean Stewardship Centre

**Duration:** 12-month contract, with possibility of extension

**Location:** Nairobi, Kenya

**Reports to:** Executive Director, Global Compact Network Kenya and Senior Project Manager at UN Global Compact, Ocean.

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### **Position Summary**

The Global Compact Network Kenya is seeking to engage a project manager to serve as a local capacity to develop and manage the UN Global Compact (UNGC) and Lloyd's Register Foundation's (the Foundation) Ocean Stewardship Centres (OSC). The manager is key to successful engagement of local stakeholders and building a pipeline of locally led projects that address local safety challenges.

### **Background**

The Ocean Stewardship Centres is an initiative aimed at creating collaborative platforms for companies, communities, and stakeholders committed to sustainable and safe business practices within ocean industries. The project is delivered with the support of a grant from the Foundation. This support will accelerate the work of Global Compact Network Kenya to encourage local stakeholders to embrace and embed safety in all ocean - related business practices and programmes and make them sustainable. Phase 1 (Scoping Phase) took place from Dec 2022 to August 2023 and produced country reports overviewing key issues, stakeholders as well as capacity of the country networks. Phase 2 (Implementation Phase) will capitalise on those findings and build a community of stakeholders committed to identifying and addressing specific gaps and opportunities for delivering a safe and sustainable ocean economy in Kenya. Success in building committed communities of ocean stakeholders is crucial for attracting partnerships and funding towards safety and sustainability capacity and capability building at the country level as well as to the next phase of the OSC project itself.

### **Objectives**

The objective of the role during Phase 2 (Implementation) is to build a community of stakeholders committed to identifying and addressing specific gaps and opportunities for delivering a safe and sustainable ocean economy in (country). To achieve this the Project Manager will oversee the establishment, operation, and growth of the OSC. The Project Manager will be responsible for managing the day-to-day activities, coordinating stakeholders, ensuring effective implementation of initiatives, and achieving the desired outcomes of the Centres as specified in the Grant Agreement between UNGC and the Foundation.

## DUTIES AND RESPONSIBILITIES

### (i) Project Planning and Implementation:

- Work with the team at the country network to develop and manage a project plan, including timelines, milestones, and resource allocation.
- Oversee the execution of activities outlined in the project plan.
- Monitor project progress, ensuring alignment with objectives and timelines.
- Prepare regular progress reports for stakeholders, funders, and project partners.
- Capture evidence of outputs, outcomes and impact specified in the Lloyd's Register Foundation grant agreement.

### (ii) Stakeholder Engagement

- Identify and engage with relevant stakeholders, including companies, NGOs, government bodies, and community representatives.
- Actively involved in recruiting relevant stakeholders to become members of the UNGC country network and the OSC.
- Managing contributions of external experts and knowledge partners across all aspects of engagement activities
- Identify and recruit members of local safety committee

### (iii) Workshop and Event Coordination

- Organize in-person workshops, seminars, and forums to facilitate discussions and collaboration among stakeholders.
- Organize digital workshops, seminars, and forums to facilitate discussions and collaboration among stakeholders.
- Coordinate logistics, invitations, and event materials for workshops.
- Prepare post-workshops summarizing reports and evaluation

### (iv) Budget Management

- Monitor project expenditures and ensure adherence to allocated budgets and in line with grant agreement requirements
- Collaborate with the finance team for budget tracking and financial reporting.

### (v) Regular Engagement with the Lloyd's Register Foundation

- Ensure visibility of the Foundation in all outreach and communication activities by working with the Foundation communication and engagement team.
- Collaborate with the relevant communications contact at the Foundation to source content/ case studies to demonstrate impact
- Manage local safety evidence and data
- Manage library of safety collateral in the local language
- Manage relationships with local stakeholders relevant to addressing safety gaps and opportunities.
- Provide input to Foundation CRM

- Building a pipeline of locally led projects that fit with the Foundation’s mission.
- Assist in promotion of Foundation insights and funding opportunities, when requested.

## CORE VALUES

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; 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 behaviour.
- **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 behaviours to avoid stereotypical responses, and does not discriminate against any individual or group.

## EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- First degree or bachelor's in business administration, international relations, social sciences, management, law or a related field.
- At least 4 years of relevant work experience (preferably including project management and stakeholder engagement experience)
- Demonstrated ability to plan, execute, and monitor projects.
- Excellent communicator in English, both verbally and in writing.
- Experience in policy advocacy, event coordination, and stakeholder engagement is a plus.
- Strong analytic, problem-solving and project management skills.
- Flexible and service-oriented team player.

## RECRUITMENT PROCESS

Interested candidates are requested to submit their CV, and a one-page cover letter outlining their relevant experience by 20 December 2024 at 12 noon to [hr@globalcompactkenya.org](mailto:hr@globalcompactkenya.org) and Click on Link to apply [here](#):

The interview process will involve the Country Network of UNGC, the Ocean Stewardship Coalition and a representative of the Lloyd’s Register Foundation.