



POSTING TITLE: Manager, Environment and Climate, Programmes

LOCATION: New York, NY, United States

POSITION SUMMARY

The Manager, Environment and Climate is responsible for delivery, coordination and effective management of programmatic activities within the Environment and Climate portfolio with a focus on driving climate change issues and inter-related activities across a range of topics such as just transition, air pollution and collective action. Working in the Environment and Climate team and in collaboration with teams across the UN Global Compact and Global Compact Country Networks (Country Networks), the Manager will contribute to the promotion and implementation of climate ambition and action by the private sector, contributing to the delivery of the environmental principles of the UN Global Compact, Paris Agreement on Climate Change and the 2030 Agenda on Sustainable Development. The Manager will also coordinate and support corporate engagement in key UN processes, including the Conference of the Parties (COP), and contribute to the development and delivery of strategic partnerships and collective action initiatives.

DUTIES AND RESPONSIBILITIES

The Manager will lead the implementation and management of assigned programmatic activities and initiatives linked to climate change in support of the UN Global Compact's Environment and Climate strategy. This involves managing and partnering with internal units, Regional Hubs, Country Networks, business participants and external stakeholders to ensure effective implementation, timely delivery and measurable results. Core responsibilities comprise:

Issue Development and Portfolio Implementation

- Contribute to advancing the UN Global Compact's issue area strategy on Environment and Climate including programme development, engagement and impact measurement.
- Manage the planning, coordination and implementation of assigned Environment and Climate portfolio activities, including supporting the organization's position among the business community in relevant international fora, such as the COP and UNGA.
- Support the development and continuous improvement of the UN Global Compact's Communication on Progress (CoP), particularly its environment and climate-related components, through substantive inputs, technical reviews, data analysis and coordination with relevant internal teams.
- Contribute to the development and implementation of collective action initiatives that support companies in translating climate commitments into concrete action, including by facilitating cross-sector collaboration and engagement with relevant stakeholders.
- Coordinate with relevant internal teams, including Programmes, Country Networks, Communications, Strategic Events and Finance, to facilitate coherent programme implementation, information sharing and timely delivery of assigned activities.



- Maintain project workplans, timelines and stakeholder engagement records, and contribute to programme monitoring, evaluation and reporting.

Thematic Coordination and Management

- Lead and manage the implementation of the Clean Air Fund-supported air pollution project, in coordination with UNEP and SEI and relevant internal teams, ensuring the timely delivery of agreed outputs and milestones.
- Coordinate research, technical inputs and company engagement, including stakeholder management, to support effective project delivery.
- Oversee the development and quality assurance of air pollution deliverables, including providing substantive inputs, facilitating technical reviews and coordinating with the UN Global Compact's Communications and Marketing teams.
- Manage day-to-day communication and consultations with companies, Country Networks and partners.
- Support the mainstreaming of air pollution deliverables through the UN Global Compact delivery channels, as applicable.
- Monitor project progress, timelines and implementation risks, and provide regular updates and recommendations to the Environment and Climate team leadership.
- Coordinate project reporting and documentation in line with relevant grant and organizational requirements.

Issue Area Knowledge, Convenings and Stakeholder Engagement

- Develop talking points, key messages, insights and briefing notes on Environment and Climate, the climate-air pollution nexus, collective action and related emerging issues.
- Coordinate advocacy activities and corporate engagement with Country Networks, in alignment with agreed Environment and Climate priorities and key messages.
- Manage the planning and delivery of assigned Environment and Climate events and convenings, including drafting and reviewing invitations, identifying speakers, coordinating with partners and sponsors, preparing speaker briefings, developing follow-up reports, facilitating partner debriefs and coordinating communications.
- Support flagship convenings, conferences and workshops related to Environment and Climate, including UN Global Compact Leaders Summit, Caring for Climate and other relevant UN events.

Programme Planning, Resource Mobilization and Grant Management

- Support the process and activities to identify, engage and secure prospective partners and sponsors on Environment and Climate.



- Manage grant-related processes for assigned projects, including tracking deliverables, coordinating donor reporting requirements and liaising with relevant internal teams on financial and administrative matters.
- Provide inputs to administrative tasks such as inputs to unit work plans and budget processes and other related activities.
- Contribute to programme work planning, budgeting, resource mobilization and monitoring of expenditures for assigned activities.
- Identify implementation challenges, operational risks and resource needs, and propose appropriate mitigation measures.
- Perform other duties as assigned.

COMPETENCIES

Works and manages in diverse teams and across geographies:

- Works collaboratively with colleagues in different teams to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- Manages and leads a motivated team to high levels of delivery.

Passion for client service and client impact

- Effectively meets participating company and stakeholder needs. Takes responsibility for company and stakeholder satisfaction and impact. Demonstrates professional qualities and demeanor that commands attention and respect from key decision makers.
- Builds trusted and productive relationships with key UNGC and Country Networks staff.
- Seeks ways to improve service and recommends solutions.

Advanced proficiency in key digital tools and analytical skills

- Advanced proficiency in essential communications and reporting tools: Excel, PowerPoint, Word.
- Proven experience in analyzing data to extract insight around engagement results, impact of activities and global environment and sustainability trends

Proven delivery of results:

- Delivers to clear goals within strategies. Identifies priority activities and assignments, allocates appropriate time and resources, tracks progress and adjusts priorities as required.
- Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.

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.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- **EDUCATION:** A first-level university degree in environmental sciences, business administration, management, economics, political science, social science or related field.
- **WORK EXPERIENCE:** Minimum of five(5) years of relevant experience in project/programme management, administration, communication or relationship management. Experience working on issues related to environment, climate change and corporate sustainability is required and understanding of sustainability especially as it relates to UN-business collaboration is desirable.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to **hrrinquiries@unglobalcompact.org** with the subject heading “**Manager, Environment and Climate**”:

- Personal statement of what interests you about this job opportunity.
- Resume/CV

Applications will be accepted until **October 30, 2026**. Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.