



# Senior Coordinator Program Implementation

**Start Date:** 1 December 2022, 40 hrs p/w. Working Hours Reduction Benefits (36 days leave)

**Location:** Amsterdam, the Netherlands or remote location within +/- 1 hours CET by mutual agreement

**Contract:** 1 year initially – extension by mutual consent

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## Position summary and job purpose

This is an exciting opportunity to be part of sustainability programs that have transformative impact around the world! GRI is supported by a diverse range of partners, including governments, foundations and other institutions. Within the Program Implementation (PIM) team, GRI is looking to recruit a **Senior Coordinator Program Implementation**. The team is responsible for the implementation and management of all donor funded programs at GRI and collaborates closely with the Regional Hubs and the Fundraising team.

We are looking for a self-starter who can pro-actively contribute to the day-to-day management of the donor funded programs. This includes developing workplans and progress reports, knowledge management and internal and external communication on the programs. You work closely with teams in the GRI's secretariat in Amsterdam and overseas to ensure strong collaboration and synergies in order to achieve the program's objectives. The successful candidate reports to Head of Program Implementation who leads PIM, and which is responsible for delivering and managing all donor funded programs across the organisation.

## Job responsibilities

- Responsible for successful project management of multiple donor-funded programs
- Manages the donor reporting cycles and overall coordination of reporting deliverables to the donors
- Independently coordinates budget preparation and control for all donor funded programs
- Oversees the development of and adherence to contracts and agreements with external parties under donor funded programs
- Applying monitoring, evaluation and learning (MEL) practices to the programs
- Contributes strategically to the development of new programs together with the Head of Program Implementation and the Regional Hubs
- Acts, where necessary, as liaison between program staff in the region and teams at the Secretariat regarding program and non-program related activities
- Independently coordinates research projects, case studies and evaluations of GRI's programs
- Other duties as requested

## Key competencies / Requirements

- Master degree in a relevant field, (e.g. international relations, international development, business administration, environmental - or social science, economics or related fields)
- At least 4 years of relevant work experience (i.e. managing donor-funded projects), preferably in an international non-profit environment
- Experience with design & management as well as monitoring & evaluation for development projects and programs or a strong willingness acquire these skills quickly through formal and on-the-job training
- Strong analytical skills and preferred experience with excel or other analytical tools
- Knowledge of sustainability management and/sustainability reporting is highly preferred
- Pro-active and able to be results- and relationship oriented at the same time
- Ability to work with a high level of initiative on a day-to-day basis, based on agreed medium term objectives
- Effective written and oral communications skills, including writing of reports and work plans
- Able to work in an international and multi-cultural setting
- Affinity with the mission of GRI



## About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

## How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is 12.00 noon (CET), **Monday 3<sup>rd</sup> of October**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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