



## Project Manager – Strategic Projects

**Start Date:** A.S.A.P., 40 hrs p/w with 36 days holiday allowance

**Salary:** € 45,000 / € 50,000 gross per year on full time basis

**Location:** Amsterdam, the Netherlands. Remote possible.

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

---

### **Position summary and job purpose**

*Project Manager – Strategic Projects* will be responsible for establishing the foundation Project Management Office (PMO) at GRI. They will develop and manage the organization-wide project audit, drive prioritization, help identify resource allocations and bottlenecks and work with teams to ensure a standard methodology including best practice, software and training is applied to align projects with the organization mission. The role will serve as project manager on select and strategic projects while supervising, coaching, and monitoring progress across the entire GRI project portfolio. The role will be comfortable working with senior staff and will have the authority to take corrective action to ensure effective project management, reporting and strategic alignment.

### **Job responsibilities**

- Work with organizational stakeholders to establish a foundational PMO at GRI including best practice, guidance, templates, training, standardization, etc. Ensure organizational buy-in and guidance that is fit for purpose given GRI's culture and project management maturity level.
- Serve as project manager for (unit and/or cross-functional) projects, programs and/or supervises the overall project performance
- Ensures organization-wide projects are run and managed following industry best practice to manage constraints (scope, budget, schedule, resources, etc.) to achieve organizational goals based on vision/mission and organizational objectives
- Promotes Agile project management methodologies. Supports development of organization-wide agility.
- Analyzes, reports, gives recommendations, and develops management approaches on ways to improve quality of project management at GRI
- Aligns with ICT to leverage and promote available software and tools for standardized project execution and reporting across all projects
- Other duties as requested

### **Key competencies / Requirements**

- Degree in Business
- Project Management certification preferred
- Minimum 5 years project management experience
- Experience with project management tools, preferably Microsoft Project or Microsoft cloud tools such as Project for the Web
- Experience with Microsoft Office tools e.g., Excel
- Experience working with and creating business intelligence dashboards. Experience with Microsoft Power BI helpful but not required.
- Strong leadership and motivational skills
- Excellent written, communication and presentation skills
- Able to work independently to solve problems



- Demonstrated ability to work with individuals from a range of backgrounds and management levels
- Proven track record in being organized and structured
- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI would be an advantage

### **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), 27 June 2022. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands

T: +31 (0)20 531 00 00 [www.globalreporting.org](http://www.globalreporting.org)

