Head of Sustainability Programs Management

Start Date: A.S.A.P., 40 hrs p/w with Working Time Reduction benefit 11 days per year
Location: Amsterdam, the Netherlands
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
The Head of Sustainability Programs functions, under management direction, as the head of an organizational unit; participates in the development and implementation of the goals and objectives of the unit; formulates policies and goals and directs the effective and efficient operation of a major section/unit within the department.

The post holder is responsible for the implementation of all ongoing donor funded programs. The post holder will act as the central point of contact for GRI program staff in the target countries and at the Secretariat in Amsterdam.

Furthermore, the post holder is responsible for planning, directing, supervising and monitoring the work of a group of individuals (i.e. direct reports), both located in the field and at the Secretariat in Amsterdam. The post holder has the authority to take corrective action and change the work assignments of team members when necessary in order to ensure the effective management and administration of the department.

Job responsibilities
- Acts in an advisory capacity to the manager who is senior by one level concerning proposed new strategies, policies, or procedures for GRI, including those lead by or affecting the major section/unit’s operation
- Directs operating and program activities of a major section/unit within the department whilst being responsible for the development, planning, implementation and evaluation of the unit’s goals, policies, rules, operational procedures and results achieved as well as the development and implementation of new programs
- Responsible for recruitment, selection and supervision and management of relevant staff at the Secretariat and in the field
- As assigned, directs budget preparation and expenditures of a major section/unit within the department; recommends future funding requirements as a result of new or modified program developments; independently evaluates the financial position of the major section/unit within the department
- Participates in the development of policies and procedures required for the improvement or modification of existing major section/unit programs and the implementation of new programs
- Establishes cooperative (external) relationships and acts as a liaison to determine and prioritize needs and services
- Responsible for the day-to-day management and implementation (on time, on scope and on budget) of all donor funded programs including managing the (remote) program teams
- Together with the staff in the target countries develops, monitors and implements the annual work plans and reports on progress to the Chief Regional Implementation Officer
- Analyzes data obtained through the Monitoring, Evaluation and Learning system to steer the program and report on the program’s lessons learned, outcomes and impact
- Accountable for the program budget and financial reporting to the donor together with the finance team
- In collaboration with the Chief Regional Implementation Officer, acts as a contact person with the donors and is responsible for timely reporting to the donors on program progress as required. Further improves on GRI’s program management mechanisms
- Supports the technical staff of the program in implementing the program
- Represents GRI in meetings with donors, partners and other relevant stakeholders
Key competencies / Requirements
- Master degree in a relevant field
- At least 8 years’ experience in managing complex global programs
- Proven previous experience in line management including managing remote teams
- Skilled in coaching teams with diverse cultural backgrounds
- Sound knowledge of project management and in particular Project Cycle Management (PCM) or Results Based Management (RBM)
- Proven experience in monitoring, evaluation and learning including data collection and analysis
- Proven financial management skills
- Knowledge of SMEs in an emerging market context and global value chains is required
- Knowledge of sustainability management and/sustainability reporting are a plus but not essential
- Having lived and/or work experience in one or more of the target countries
- Ability to work under pressure, to focus and prioritize and meet deadlines
- Experienced in working with donors (government and private sector)
- Excellent writing skills, near native English language skills required (written and verbal). Other languages would be an advantage.
- Prepared to travel frequently
- 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 polices 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. The deadline to submit an application is 12.00 noon (CET), **Wednesday, 16 March 2022**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources
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