



# Analyst Program Implementation

**Start Date:** A.S.A.P., 40 hrs p/w. (€ 27,500.- / € 30,000.- gross per year on full time basis)

**Location:** Amsterdam, the Netherlands

**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 Strategic Partners and Programs (SPP) team, GRI is looking to recruit an **Analyst Program Implementation**. The SPP team is responsible for developing partnerships and raising funds from institutional donors such as governments and charitable foundations, and for the implementation and management of all donor funded programs at GRI.

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 budget control, data collection, assisting the drafting of reports as well as the responsibility for maintaining GRI's Digital Reporting Platform. You work closely with your team members at GRI's secretariat in Amsterdam and overseas to ensure an effective implementation of the programs. The successful candidate reports to Head of Sustainability Programs Management who leads the Program Implementation & Management (PIM) sub team within the wider SPP team, and which is responsible for delivering and managing all donor funded programs across the organisation.

## Job responsibilities

- In coordination with line manager, coordinates budget preparation and control for all donor funded programs
- Support the development and maintenance of an organisational content sharing platform – topic-specific presentations, internal case evidence collected, external resources to evidence sustainability reporting impact .
- Assist the drafting of reports, gathering input from relevant stakeholders, inclusion of progress data
- Maintain and contributing to improvements in GRI's Digital Reporting Platform
- Respond to requests from the colleagues based overseas and in Amsterdam for (updated) data visualisation materials (e.g. slide-decks, charts, narrative)
- Oversees the development of and adherence to contracts and agreements with external parties under donor funded programs
- Design and coordinate data collection (incl. validation, recording, analysis, and reporting for project indicators
- Undertake administrative activities related to donor-funded programs
- Support to organization of events in the SPP team
- Ad hoc support to fundraising activities
- Other duties as requested

## Key competencies / Requirements

- Higher professional education level / Bachelor's degree
- Minimally 1 year relevant work experience
- Knowledge of the fields of sustainability and international development is a plus
- Financial management skills are a plus
- Advanced experience in working with Excel and PowerPoint is required
- Strong communications skills in English, able to communicate complex information concisely and to a wide range of stakeholders. Other language skills are an advantage.
- Goal- and deadline driven; proven ability to deliver high-quality work on time
- Inquisitive: willing to learn, grow and acquire new program management skills
- Highly organized, able to work independently whilst presenting strong teamwork skills



- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision 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), **Friday 5<sup>th</sup> February 2021** 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

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