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## **Advertisement for the post of Programme Associate /Officer -Membership, Global Compact Network India**

**Job Title-** Programme Associate /Officer (Membership)

**Location:** New Delhi

**Job status:** Full time

**Last date of application:** October 12, 2018

**About Global Compact Network India:** Global Compact Network India (GCNI), formed in November 2000, was formed in 2003 as a non-profit society to function as the Indian Local Network of the UN Global Compact (UNGC), New York. It is the first Local Network in the world to be established with full legal recognition. It is also as a country level platform for businesses, civil organisations, public and private sector, aids in aligning stakeholders' responsible practices towards the Ten Universally Accepted Principles of UNGC in the areas of Human Rights, Labour, Environment and Anti – corruption, broad UN goals including Sustainable Development Goals (SDGs) and other key sister initiatives of the United Nations and its systems.

For more details, please visit [www.globalcompact.in](http://www.globalcompact.in)

### **Duties and responsibilities**

- To act as the first point of contact for all members and prospective members, taking enquiries via multiple communication channels, providing a high level of membership service, and updating the database accordingly
- To manage the member life-cycle i.e. renewal and payment, new member communications, member benefit administration and renewal process
- To assist in the creation and development of membership and communication material e.g. letters, new member welcome packs, newsletters, e-communications, member questionnaires and brochures
- To manage and develop membership / partnership events
- Attend events, both internally and externally to promote the UN GCNI and its membership opportunities
- Work with other departments across the organisation to maximise engagement with membership recruitment strategy
- Assist in the development of the membership recruitment and retention strategies
- To coordinate affiliate and sponsor activity and recognition programmes
- To coordinate and manage a network of member volunteers
- To coordinate central administrative support for various groups including a student forum
- To undertake member market research in areas such as member benefit analysis, satisfaction and competition analysis
- To produce regular report on membership statistics and create MIS
- Provide administrative support to the Programme Manager-GCNI
- Must be available to work occasional evenings and weekends Corporate Development
- Understanding and supporting the vision, mission and aims of UN GCNI and organise membership monthly knowledge sharing seminars / engagements
- To coordinate, liason and support the Chapters, GCNI and facilitate their activities in respective region.

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**Minimum requirements:** Post graduate in social science /management studies with bright academic record from a reputed institution with experience of 1 to 5 years in areas of CSR /Sustainability in corporate, foundations, industry associations, professional NGOs, B-Schools and research agencies with a proven track record of project development, research abilities, coordination, networking and implementation. Candidate with superior language and writing skills will be preferred. Outstandingly bright fresh post-graduates with right attitude can also be considered and are encouraged to apply.

Interested candidates should send their resume along with 2 references and a cover letter specifying suitability for position to [hr@globalcompact.in](mailto:hr@globalcompact.in) by October 12, 2018. ***Please mention the Job Title being applied for in the subject of the mail.***

**Salary range:** 3.0-4.5 lacs per annum.

Candidate should be a team player and well versed with latest computer applications.

*GCN, India is an equal-opportunity employer and does not discriminate on the basis of caste, religion, race, disability and HIV status. Qualified women are encouraged to apply.*