



**Vacancy No:** AF/008/2017  
**Post Title:** Associate Fellow  
**Organizational Unit:** UN Laboratory for Organizational Change and Knowledge (UNLOCK)  
**Duty Station:** Turin, Italy  
**Duration:** 1<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018  
**Deadline for applications:** 1<sup>st</sup> December 2017

### **Organizational context**

The United Nations System Staff College (UNSSC) is based in Turin, Italy, with an Office in Bonn, Germany, and serves as a distinct, system-wide, knowledge management and learning institution, with a view to fostering a cohesive management culture across the United Nations system.

The **UN Laboratory for Organizational Change and Knowledge (UNLOCK)** is one of the thematic pillars at the UNSSC, responsible for providing strategic leadership and management development learning as well as innovation and change management learning solutions, with a view to strengthening collaboration within the system in areas of common organizational responsibility. It is also responsible for increasing operational effectiveness and enhancing UNSSC cooperation within the UN system as well as with external international and local partners, and UN-affiliated organisations.

UNLOCK approaches leadership, innovation and change management through a very realistic lens, focusing on and responding to concrete issues and problems that UN staff face. This is achieved around the concept of collective, collaborative leadership and through a developmental approach to change management. Examples of activities in UNLOCK's portfolio include:

- Assistant / Under Secretary-General (ASG/USG level) Leadership Exchange
- UN Leaders Programme (D1-D2 level)
- Innovation Programme (D1-D2 level)
- UN Country Team (UNCT) Leadership and Coordination Skills course (P5 and above level)
- Leadership, Women and the UN (P4 – P5)
- Change Managers Programme (P3-P5)
- Emerging Leaders Programme (P3-P4)
- Tailor-made (on-demand) training



## **Terms of reference**

Under the overall supervision of the supervision of the Course Coordinator, the specific duties and responsibilities of the Associate Fellow are as follows:

### **Support to learning activities (on-line and face-to-face):**

1. Assist with the design and development of courses and course materials primarily in the field of Leadership and Gender;
2. Assists in facilitating e-learning and other training activities;
3. Support in the organization of webinars, podcasts, video blogs etc.
4. Identify and liaise with speakers and partners;
5. Support learning assessments, evaluations and analysis;
6. Respond to queries related to the course;
7. Co-manage the UNLOCK (UNSSC) learning platform for assigned activities and prepare short stories, posts, updates, etc. for the UNSSC website and related social media tools on programmes;
8. Interview participants and resource persons, and assist in the creation of testimonial videos;
9. Liaise with the communication focal point for the production of marketing materials.

### **Administrative Support for training (maximum of 10% – 15%)**

10. Draft budgets of training activities for review of the course manager by carefully estimating costs; Liaise with Finance Unit on budget formulation;
11. Assist in making arrangements for workshops, roundtables and meetings, including issuance of invitations, preparation of attendance lists and agenda, correspondence with participants and monitor follow-up action as required;
12. Prepare correspondence (letters, faxes, emails) and administrative documents (minutes, reports, contracts, etc.).

The actual mix of responsibilities may slightly shift depending on the life cycle of programmes and the profile of the applicant.

## **Qualifications required**

**Education:** Master's degree in Adult Learning, Communication Sciences, Social and Political Sciences, Educational Studies or other related areas.

### **Experience**

A minimum of 3 – 4 years of practical experience in supporting the design, development, and delivery of learning products, including experience in delivering face-to-face, blended and online learning; Leadership development experience is desirable; Evaluation experience desirable.

### **Other skills**

Familiarity with online learning and social media tools;  
Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools;  
Ability to effectively deal with stress factor occurring in heavy workload periods;  
Ability to meet deadlines and attention to detail; Collaborative working style; Analytic skills.



**Languages:** Fluency (written and oral) in English (required) and other UN languages (desired): Excellent English writing skills are a must.

### **Other information**

**This appointment corresponds to a local recruitment. The successful candidate is responsible for any expenses incurred in order to take up the duty.**

The Associate Fellow is neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. However, the Associate Fellow may be given the status of an “expert on mission” in the sense of Section 22 of Article VI of the Convention and, if required to travel on behalf of the United Nations, may be given a United Nations certificate in accordance with Section 26 of Article VII of the Convention.

### **Submission of applications**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position The application should be submitted by e-mail to [recruitment@unssc.org](mailto:recruitment@unssc.org) with a subject title of “Application for Associate Fellow 008 – UNLOCK”.

**Late submission of application and/or incomplete application will not be considered.**

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 3<sup>rd</sup> November 2017