Vacancy No:	**AF_001_2021**
Post Title:	**Associate Fellow – e-learning**
Organizational Unit:	**UNSSC Knowledge Centre for Sustainable Development**
Duty Station:	**Bonn, Germany**
Duration:	**until 31 December 2021 (renewable)**
Deadline for applications:	**21 February 2021**

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.

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Organizational Context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for the staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The UNSSC Knowledge Centre for Sustainable Development is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the 2030 Agenda for sustainable development through learning, training and knowledge management. It supports, in collaboration with relevant UN and non-UN institutions, the policy and operational work of the UN through the development of learning tools, platforms of interaction and executive programmes around the five dimensions of sustainable development—people, prosperity, planet, partnership, and peace.

Responsibilities:

With delegated authority and under the direct supervision of the KCSD Head of Office, the Associate Fellow will be responsible for, but not limited to, the following duties:

Under the supervision of the Senior Manager, KCSD Team, or under delegated authority by a Learning Portfolio Manager, and in close collaboration with relevant members of the KCSD team, the Associate Fellow is specifically responsible for the following:

- Use technical expertise to improve workflows and processes related to learning technologies and their integration with administrative systems.
- Collaborate with ICT colleagues and software providers to find solutions for, and develop the potential of, core online learning platforms.
- Ensure colleagues remain informed of licensed learning technologies and their capabilities, including core online learning platforms and integrated tools.

- Provide ongoing professional support through documentation and training sessions that help colleagues to maximize their usage of available learning technologies.
- Provide substantive input and support for e-learning programme design, development, coordination and evaluation functions, including the identification and review of emerging issues and trends, conducting learning needs assessments, impact evaluations, as well as research activities and studies.
- Work with key clients, partners and resource persons to design, develop, implement and evaluate assigned e-learning programmes and knowledge management projects.
- Collaborate with subject experts to develop and/or repurpose learning resources, from ideation and wireframing, through to authoring and implementation, using a variety of content types that promote an engaging learning experience.
- Develop assessment opportunities that keep learners informed of their progress, whilst aligning with learning objectives; explores possibilities for innovation in assessment afforded by gamification and simulation.
- Ensure the quality and accuracy of online courses by reviewing and editing modules, websites, documents, and learning management platforms for pedagogical quality and effectiveness.
- Monitor and analyze programme/project data; reviews relevant documents and system reports; identifies issues to be addressed and recommends corrective actions; liaises with relevant parties; tracks and follows up on assigned actions.
- Assist in facilitating learning sessions and knowledge exchange in the form of workshops, online courses, webinars, podcasts, blogs, retreats and other formal and informal activities.
- Carry out basic research on selected aspects of learning programmes, delivery methods and other aspects connected to learning processes and activities, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Participate in survey initiatives; assists with design of data collection tools; issues data collection tools; reviews, analyzes and interprets responses; identifies problems/issues and prepares preliminary conclusions.
- Contribute to the preparation of various written outputs, e.g. background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provide support to consultations, meetings and conferences; proposes agenda topics; identifies potential participants; prepares associated documents and presentations; handles logistics, etc.
- Undertake outreach, marketing and communications activities; participates in the development of communications and marketing pieces; participates in and makes presentations on assigned topics/activities.
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc).
- Participate in field missions, including provision of substantive and administrative support, data collection, etc.
- Assist the Knowledge Center for Sustainable Development in its activities, by performing other duties as required.

Qualifications required

The position requires:

Education:
Essential

- A first-level university degree in instructional design, educational technology, adult learning, information technology, computer science, or a related field.

Desirable

- A solid understanding of sustainable development and Agenda 2030.

Experience:
Essential

- A minimum of two years progressively responsible experience in online course development (including content creation), curriculum design, or a related area.
- An excellent working knowledge of learning management systems such as Moodle, including systems administration and integration experience.
- Advanced IT skills, including programming.
- Familiarity with using e-learning authoring tools such as, but not limited to, Articulate products, Adobe Creative Cloud and audio/video editing tools.

Desirable

- Previous work experience within the UN System.
- Experience of setting up and maintaining virtual communities of practice.

Languages:
Essential

- Fluency in oral and written English.

Desirable

- Ability to work professionally in other official UN languages.

Other skills and competencies:

Professionalism: Solid understanding of sustainable development. Knowledge and experience in instructional design and capacity development. Ability to effectively deal with stress during heavy workload periods. Ability to plan, organize, implement and report on work. Critical thinking and ability to adapt.

Communication: Excellent written and spoken communication skills.

Technological Awareness: IT fluency.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization.

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