Vacancy No: **AF/003/2020**
Post Title: **Associate Fellow– Executive Management Programme (EMP)**
Organizational Unit: **UNSSC Knowledge Centre for Leadership and Management**
Duty Station: **Turin, Italy**
Duration: **until 31 December 2020, extendable**
Deadline for applications: **9 February 2020**

Organizational Context:

The UN System Staff College is the learning institution of reference for UN staff. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, we are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture as well as a shared understanding of the policy and operational challenges facing the UN, we help the UN system deliver for the 2030 Agenda.

In Fall 2017 the College established the Knowledge Centre for Leadership and Management (KCLM) to consolidate its expertise in management and leadership development, align it with the UN System Leadership Framework recently adopted by the CEB, and grow its portfolio in this area. The objective of the Centre is to contribute to forging a common UN leadership and management culture for the 2030 Agenda by providing UN staff with world-class learning opportunities in core professional, management and leadership skills in line with the UN System Leadership Framework.

KCLM programmes are funded from three distinct sources: participant fees, contracts with UN agencies/entities, and donor grants.

Responsibilities:

Within delegated authority, the Associate Fellow will be responsible for the following duties:
- Provide hosting support for web-based learning interventions;
- Assist in the development and distribution of learning and reference material through web-based learning environments;
- Moderate web-based social learning spaces;
- Monitor and analyse specific aspects of programme/project development and implementation;
- Review relevant documents and reports;
- Assist in facilitating learning sessions and knowledge processes, including:
  - Web-based learning activities
  - Formal and informal learning processes and events
- Research selected aspects of learning programmes;
  - Collecting, analysing and presenting statistical data and other information
- Provide substantive support for learning programme design, development, coordination and evaluation functions;
- Contribute to the preparation of various written outputs;
- Provide administrative and substantive support to consultative and other meetings, workshops, conferences, etc.;

- Undertake outreach, marketing and communications activities, including organization of events and webinars, drafting of news/knowledge nuggets/social media articles and content, and other dissemination strategies in coordination with the UNSSC team;
- Assist the Knowledge Centre for Leadership and Management in its activities, by performing other related duties as required.

Work implies frequent interaction with the following:

- Counterparts, officers and technical staff across the UN system;
- Representatives and officials in national governments and other international organizations;
- Members of civil society, academia and consultants.

Results Expected:

- Provide timely and effective support and coordination for the design, development, implementation and evaluation of web-based learning interventions within the respective portfolio;
- Provide well-researched and sound analysis of issues and developments affecting design, development, administration and implementation of web-based learning and knowledge processes.

Qualifications and experience:

The position requires:

Education: Advanced University degree in adult learning, instructional design, educational technologies and related social sciences;

Experience: At least 2 years of working experience in e-learning instructional design and development. Solid knowledge of e-learning authoring software (e.g. Articulate Storyline, Rise, Adobe Captivate, etc.), learning management systems and web-based meeting and conferencing tools (e.g. WebEx, Zoom, Adobe Connect); Previous working experience in the UN System is an asset.

Language: Fluency in oral and written English is required. Ability to work professionally in other official UN languages is desirable.

Competencies:

Professionalism: Solid knowledge and understanding of technology-enhanced learning, instructional design and e-learning development. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to Continuous Learning: Keeps abreast of new developments in the fields of adult learning, web-based learning, and instructional design; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available learning and web technology; understands applicability and limitation of technology to enhance learning; actively seeks to apply technology to appropriate tasks; shows willingness to learn new tools, methodologies and technology.

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 with a subject title of "Application for Associate Fellow – 003 - EMP".
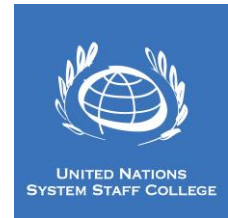
Late submission of application and/or incomplete application will not be considered.

N.B: 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: 09 January 2020