



Vacancy No: AF/005/2021
Post Title: Associate Fellow
Organizational Unit: UNSSC Knowledge Centre for Leadership and Management – UNLOCK
Duty Station: Turin, Italy
Duration: until 31 December 2021, extendable
Deadline for applications: 20 July 2021

The UNSSC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply

Organizational Context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for 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, Bonn, and 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.

Within UNSSC, the Knowledge Centre for Leadership and Management (KCLM) seeks to consolidate the Staff College's 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 key 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.

The UN Lab for Organisational Change and Knowledge (UNLOCK), which UNSSC has established within its KCLM, is an initiative seeking to provide capacity development for UN staff in the area of change through learning programmes and case studies, offering advisory services on organisational transformation and culture change. The UNLOCK initiative serves as a convener for UN change managers across the UN system and creates learning loops for people to better lead change. It provides thought-leadership around change management in inter-agency settings. UNSSC personnel supporting the UNLOCK project are based in Bonn, Turin and New York.

Responsibilities:

Under the supervision of a Learning Portfolio Manager, Change Specialist or the UNLOCK Coordinator in the UNSSC Knowledge Centre for Leadership and Management (KCLM), and within the scope of delegated authority, the Associate Fellow will be responsible for the following duties:



- As a member of the UNLOCK project team, contribute to generating systematic learning from large projects as input into future knowledge management, learning and advisory change projects.
- Provide analysis services for UNLOCK projects developing results and recommendations for clients (ex. survey result analysis). Participate in survey initiatives; assist with design of data collection tools; issue data collection tools, review, analyse and interpret responses, identify problems/issues and prepare preliminary conclusions.
- Provide project management and substantive support to designated projects; coordinating meetings, proposing agenda topics, preparing project schedule and plan, handling logistics, requests from client, with a particular focus on alignment of resource persons; faculty; and timelines.
- Provide input into the budget process; programme/project preparation and submissions, progress reports, financial statements, and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Undertake monitoring, evaluation, and quality assurance processes for UNLOCK products to gather evidence of impact and feed into continued service and product design and improvement processes. These areas of work include:
 - Analyse, summarise, and report on the results of existing evaluations
 - Work with key clients, partners and resource persons to support the design, development, implementation and evaluation of assigned learning programmes and knowledge management projects;
 - assist in the development and distribution of learning and reference material through web-based learning environments;
 - monitor and analyse specific aspects of programme/project development and implementation;
 - review relevant documents and reports; identify problems and issues to be addressed and recommend corrective actions;
 - liaise with relevant parties; identify and track follow-up actions.
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, reports and studies, inputs to publications, etc.
- Perform other related duties, as assigned.

Qualifications and experience:

The position requires:

Education: A relevant postgraduate qualification in social sciences, development studies, adult learning, business administration, management, economics, communications or a related field;

Experience: Two years of progressive responsibility in project/programme management in the field of learning and training, knowledge management, or a related area. Knowledge of e-learning authoring software, learning management systems and online meeting and web conferencing tools is desirable. Previous project management experience and 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: Proven knowledge and experience in the fields of change management, organisational development, learning design, digital learning, and instructional design. Excellent attention to detail and quality of work. Proven experience in applying judgment in the context of assignments given, planning own work and managing conflicting priorities. Proven research capability and ability to meet deadlines.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and demonstrates openness in sharing information and keeping people informed.

Teamwork: Good interpersonal skills; ability to establish and maintain effective working relations with colleagues within the organization; works collaboratively with others to achieve organizational goals; is flexible and adaptive, with a 'can-do' attitude; is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; 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; delivers products or services to clients timely.

Commitment to Continuous Learning: Keeps abreast of new developments in the fields of adult learning, digital 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: Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use virtual learning technologies (Zoom, Moodle, etc.) Keeps abreast of new 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 (<https://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

Please apply through the online form available at <https://unssc.org/about-unssc/employment-opportunities/>