



Vacancy No: AF/007/2021
Post Title: Associate Fellow
Organizational Unit: UNSSC Knowledge Centre for Leadership and Management – Executive Management Programme (EMP)
Duty Station: Turin, Italy
Duration: until 31 December 2021, extendable
Deadline for applications: 10 September 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.

The Knowledge Centre for Leadership and Management (KCLM) seeks to consolidate UNSSC 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, particularly through its flagship Executive Management Programme (EMP)

Responsibilities:

Under the supervision of a Learning Portfolio Manager and within the scope of 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
- Provide substantive support for other learning programme design, development, and coordination functions;
- As a member of the UNSSC team supporting the Executive Management Programme (EMP) project, undertake monitoring, evaluation, and quality assurance processes for the UN Secretariat EMP and UN System EMP, including:
 - Contribute to questionnaire and survey design;
 - Deploy, administer and monitor evaluations (Kirkpatrick Levels 1-3), including participant engagement;
 - Analyse, summarise, and report on the results of existing evaluations including:
 - Draft Summative reports;
 - Draw statistical data;
 - Identify trends/lessons learned and proposing follow-up actions related to contextualisation and scoping of learning;
 - Develop “Knowledge Nuggets” for inclusion in reporting as well as dissemination through social media; the UNSSC Learning Platform; and online engagements;
- Ensure alignment to internal and external quality assurance guidelines and practices;
- 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/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.

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: Strong skills in academic research; writing; and an ability to effectively deal with stress during heavy workload periods;

Communication: Excellent communication skills;

Technological Awareness: Good computer skills and knowledge of associated electronic devices, as well as the ability to learn how to use new programmes (Zoom, Moodle, Rise etc.)



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.

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