



**Vacancy No:** AF/008/2021  
**Post Title:** Associate Fellow  
**Organizational unit:** UNSSC Knowledge Centre for Sustainable Development  
**Duty Station:** Bonn, Germany  
**Duration:** until 31 December 2021 - extendable  
**Deadline for application:** 26 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**

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## Background

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

Under the overall guidance of the KCSD Head of Office, and the direct supervision of the Learning Portfolio Manager, the Associate Fellow will be responsible for, but not limited to, the following tasks to support KCSD learning, training and knowledge management:

### **Design, development, delivery and evaluation of training and learning activities on sustainable development themes and topics:**

- Assist in the design and development of assigned KCSD courses in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Provide input and assistance throughout all phases of the learning management cycle for assigned KCSD learning activities, from learning needs assessment to evaluation and reporting;
- Support planning, internal coordination, marketing and communication of KCSD learning activities;
- Create, edit, and manage content published on UNSSC KCSD online learning environments;



- Contribute to the development of KCSD course materials and research on designing effective learning experiences for adult professionals in the field of sustainable development;
- Facilitate online courses and other learning events and foster participants' engagement;
- Organise and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Support designing and conducting surveys such as learning needs assessments and course evaluations, and present analysis based on survey results;
- Identify and liaise with speakers and partners;
- Create audio-visual content for e-learning activities, as necessary;
- Prepare and implement course promotion and communication plans, draft short stories, posts, and updates for the UNSSC website and related social media networks; and contribute to post-production;
- Respond to queries related to assigned courses.

#### **Knowledge Management:**

- Support and contribute to the development of knowledge products (primers, videos, case studies, etc.) of assigned course content materials;

#### **Administration and management of learning programmes:**

- Draft project proposals and budgets of training activities for review of the learning portfolio manager;
- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements, etc.
- Assist the learning portfolio manager in making arrangements for workshops, roundtables, and meetings, including the issuance of invitations, preparation of programme agenda and participants list, correspondence with participants, and monitoring of follow-up action, as required;
- Assist the learning portfolio manager in the preparation and consolidation of forecasts, monitoring and reporting on the financial performance of KCSD training activities;
- Assist the KCSD team in its activities by performing other related duties, as required;
- Cooperate with internal administrative units.

An annual work plan will provide details of specific responsibilities and expected results from the Associate Fellow.



## Qualifications required

### **This position requires:**

#### Education

A relevant postgraduate qualification in social sciences, development studies, environmental governance, political studies, human rights, and other relevant areas.

#### Experience

At least 4 years of professional experience. Relevant experience in the area of research, training, capacity building, leadership development or related is an asset. Previous work experience in the UN System is an asset. Working experience in instructional design and e-learning is an asset.

#### Languages

English is required; knowledge of another UN language is an asset.

### **Other skills and competencies:**

Professionalism: Solid understanding of the concept of sustainable development and the 2030 Agenda. Knowledge and experience in instructional design and capacity development. Ability to effectively deal with stress during heavy workload periods. Ability to plan, organise, implement and report on work. Critical thinking and ability to adapt.

Communication: Excellent written and spoken communication skill.

Technological Awareness: IT fluency, knowledge of basic audio visual tools and minimum knowledge about learning management systems.

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