



Vacancy No: AF/009/2021
Post Title: Associate Fellow
Organizational Unit: UNSSC Knowledge Centre for Sustainable Development
Duty Station: Bonn, Germany
Duration: Until 31 December 2021 and extendable until 31 December 2022.
Further renewals will be subject to funds availability
Deadline for applications: 21 October 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 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.

With the rapid expansion of activities, the KCSD needs an experienced Associate Fellow who can provide support during the peak period of the Team's yearly work plan.

Terms of reference:

The Associate Fellow will provide assistance to the UNSSC Knowledge Centre of Sustainable Development on course offerings related to the Economics, Finance and Stakeholder Engagement team within the Knowledge Centre.

With delegated authority, the Associate Fellow will be responsible for the following duties:

- Support the design and development of training and learning activities on sustainable development themes and topics



- Assist in the design and development of online modules through the use of different e-learning development software such as Articulate Rise, Moodle, Mural, Padlet and Riverside;
- 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.
- Coordinate with key clients, partners and resource persons to design, develop, implement and evaluate assigned e-learning programmes and knowledge management products;
- Create multimedia learning materials and promotional materials;
- Support planning, internal coordination, marketing and communication of activities;
- Organize webinars, podcasts, multimedia materials, etc., as appropriate;
- 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.
- Contribute to the preparation of various written outputs, e.g. background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Support the uploading of e-learning programmes on UNSSC Learning Management Systems (Moodle)
- Support the administration and management of the online courses, including the outreach to and engagement with partner institutions and participants;
- Assist the Knowledge Centre for Sustainable Development in its activities, by performing other related duties as required.

Qualifications required

Education: Bachelor's degree in Administrative Studies, Social and Political Sciences, International Development, Educational Studies, or other related areas.

Experience: up to 2 years of relevant experience in the area of research, training, capacity development and/or programme management. Previous work experience in the UN System is an asset. Working experience in instructional design and e-learning is an asset.

Language and computer skills: Excellent English skills (written and spoken); Arabic skills (spoken) Proven ability to use Microsoft Office, as well as web-based authoring, web conferencing and learning management tools; Ability to effectively deal with stress occurring in heavy workload periods; Ability to meet deadlines; Collaborative working style; Experience in supporting the design, development and delivery of learning products, especially online learning, a distinct advantage; Familiarity with communication, learning and social media tools an advantage; Additional UN languages an advantage.

**Competencies:**

Professionalism: Ability to plan and prioritize effectively during heavy workload periods; ability to report on work; a critical thinking approach; ability to adapt to the demands of varied audiences.

Communication: Excellent written and spoken communication skills.

Teamwork: Strong interpersonal skills; ability to establish and maintain effective working relations with colleagues within and outside 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 concise motivation letter explaining why you consider yourself qualified for this position.

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