



**Vacancy No:** AF/014/2021  
**Post Title:** Associate Fellow – support functions  
**Organizational Unit:** UNSSC Peace and Security Team  
**Duty Station:** Turin, Italy  
**Duration:** Until 31 December 2022, extendable  
**Deadline for applications:** 09 January 2022

**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, some residential in Turin and Bonn, UN Headquarters as well as in the field, while others solely virtually. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations.

The Peace and Security team supports UN staff and partners to implement the Sustaining Peace agenda and works with UN staff and partners to strengthen their ability to operate in complex environments. The portfolio of the Peace and Security team currently focuses on the following areas: from analysis to action; climate security; youth; counter-terrorism; and safety and security, with different projects and learning activities offered in each area, both online and face-to-face. The training offer includes either open-enrolment courses or customised products, designed and delivered at the request of implementing partners or funding entities.

### Responsibilities

Under the overall supervision of the Senior Manager, Peace and Security team, and in close collaboration with the Learning Portfolio Manager, the Associate Fellow will be responsible for the below-mentioned tasks to support the safety and security portfolio of the Peace and Security team.

1. Provide full administrative and logistical support for the preparation and delivery of safety and security related training activities including UNSSC *Safe and Secure Approaches in Field Environments* (SSAFE) courses and UNSSC-UNDSS *Trainer Development and Certification* (TDC) courses:

- Act as the point of contact for the participants, including responding to/communicating with the interested participants/entities, issuing invitations to the approved participants, preparing lists of participants and agendas, keeping the logistics note for the participants up-to-date, liaising with hotels/ITC/LO to book accommodation (and meals) and coordinate check-in/out arrival/departure dates and times for the participants and trainers, if needed, and taking any follow-up action;
- Assist in the preparation of background material and documentation, formatting and branding of the learning and other materials, ensuring that the branding and other requirements are adhered to, printing of training materials when needed, rental/booking and setting-up of training rooms and technical equipment, consolidation of post-training evaluation, etc;



- Coordinate (and arrange, when required) coffee-breaks; liaising with internal services/ITCILO/external service providers for security/access and IT; arranging transportation service and hospitality arrangements;
- Liaise with vendors and service providers, including searching and negotiating best rates, services/products with hotels, restaurants, catering, suppliers, transportation companies, and other vendors as required, etc.;
- Arrange travel for UN personnel, external trainers, consultants and workshop participants and other related actions, ensuring that visas, daily subsistence allowance (DSA), medical, security, and other administrative clearances/authorizations are communicated and obtained on time;
- Liaise with the Finance/Operations unit for the issuance of AFPO specific unique/collective invoices; follow up on payments;
- Assist in the preparation of workshop budgets, forecasts and financial follow-up of training activities;
- Assist in the procurement and recruitment processes for respective training and courses, where needed;
- Keep abreast and appropriately incorporate/address COVID19 related health advisories, regulations and restrictions into training preparation and delivery;
- Coordinate administrative and logistical arrangements for field exercises with the Italian Armed Forces.
- Serve as an emergency contact person for course participants;
- Proactively inform the Learning Portfolio Manager and/or Senior Manager of any issues as appropriate.

## 2. Support the UNSSC Peace & Security team's partnership with UNDSS:

- Ensure the timely preparation and distribution of Attendance Certificates for safety and security courses co-managed by UNSSC and UNDSS and delivered globally by UN AFPOs after checking compliance with set minimum requirements (e.g. courses delivered by certified trainers, approved curricula etc.);
- Systematically/regularly update the "UNSSC-UNDSS Trainer and Participant Database" with new records as per established procedures;
- Keep track of new records and certificates in order to generate quantitative and qualitative reports as needed for internal and external purposes;
- Monitor/maintain the UNSSC-UNDSS Moodle-based LMS on eLounge.
- Enrol authorized users and provide login credentials and/or access information to new users of the Trainer and Participant Database and/or UNSSC-UNDSS LMS.
- Liaise with UNDSS counter-parts and other colleagues to proactively troubleshoot/solve technical and/or other errors/issues encountered by users on or concerning the UNSSC-UNDSS Trainer and Participant Database and/or UNSSC-UNDSS LMS.
- Support the administrative/logistical arrangements for UNSSC personnel to undertake SSAFE quality control missions.

## 3. Assist the Peace and Security Team in its activities, by performing other related duties as required:

- Respond to incoming communications, contacting participants and resource persons, drafting and word processing reports and communications either on own initiative or on instruction from team members;
- Follow-up with the Operations Unit for the timely processing of Purchase Orders (POs) approval of budgets and other authorizations.
- Assist in planning for training activities, including preparation of attendance lists and agenda, correspondence with participants and any follow-up action.
- Ensure relevant data is inputted timely and correctly into UNSSC Salesforce based Customer Relationship Management (CSR) system.



- Assist in organizing and facilitating learning sessions and knowledge processes during workshops, online learning activities, webinars, retreats and other formal and informal learning processes and events as needed;

### Qualifications required

#### **This position requires:**

Education: A first-level university degree, preferably in business administration, management, adult learning, public administration, online technological skills, or relevant peace and security field.

Work Experience: At least 2 years of relevant professional experience in administrative related duties. Experience within the United Nations system would be advantageous.

Languages: Fluency in written and oral English is required. Ability to work professionally in French is desirable. Italian is an asset.

Other Skills: Solid technological skills; Good negotiation and communication skills, a task- and result-oriented approach and ability to prioritize tasks and organize work; Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

### Competencies

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 & 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.

Technological Awareness: Keeps abreast of available learning and 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 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/>