



**Vacancy No:** AF/015/2021  
**Post Title:** Associate Fellow  
**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, 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 Peace and Security Team is an integral part of the United Nations System Staff College tasked to provide support to the UN system in implementing the Sustaining Peace agenda 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 programmes.

With the rapid development of new activities around the "Sustaining Peace agenda", the Peace and Security team needs an Associate Fellow with experience in political affairs and analysis as well as climate security to support to the Team's work plan – especially as it relates to the Integrated Analysis and Climate Sensitive Programming for Sustaining Peace Portfolios.

### **Responsibilities**

Under the overall guidance of the Peace and Security Senior Manager, 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 the Peace and Security Team learning, training and knowledge management:

### **Design, development, delivery and evaluation of training and learning activities on integrated analysis as well as climate security related themes and topics:**

- Contribute to the design and development of assigned Peace and Security 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 Peace and Security learning activities, from learning needs assessment to evaluation and reporting;



- Support planning, internal coordination, marketing and communication of Peace and Security learning activities;
- Create, edit, and manage content published on UNSSC Peace and Security online learning environments;
- Contribute to the development of thematic related course materials and research on designing effective learning experiences for adult professionals in the field of peace and security, particularly climate security as well as integrated analysis;
- 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:**

- 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 by the learning portfolio manager;
- Draft correspondences and administrative documents, such as minutes, reports, contracts, agreements, etc.
- Make 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;
- Independently undertake trouble-shooting and problem-solving regarding technical and administrative issues,
- Prepare and consolidate forecasts, monitoring and reporting on the financial performance of assigned training activities;
- Assist the Peace and Security 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 postgraduate degree in social sciences, international affairs, peace and security studies, environmental governance, political studies, human rights, and/or other relevant areas.

#### Experience

Recent graduate with two to three years of professional experience. Proven experience in developing and delivering training and capacity building initiatives. Previous work experience in the UN System is an asset. Working experience in instructional design and e-learning, including use of LMS (e.g. Moodle Platform) and E-learning authoring applications (e.g. Articulate Rise) are 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 Sustaining Peace, the UN peace and security agenda and around key climate related security issues and debates. 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. Ability to effectively communicate and build relationships with diverse audiences.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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.

Creativity: Proactively seeks out innovative working methods; actively seeks to improve processes and services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Commitment to Continuous Learning: Keeps abreast of new developments in her/his field of expertise; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

## 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/>