



Vacancy No: AF/016/2021
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 development of new activities around the "Sustaining Peace agenda", the Peace and Security team is looking for an Associate Fellow with experience in the thematic area of inclusive and participatory peacebuilding to support to the Team's work plan – especially as it relates to the Youth, Peace and Security and Women, Peace and Security Portfolios.

Responsibilities

Under the overall guidance of the Peace and Security Senior Manager, and in close cooperation with the Learning Portfolio Manager, the Associate Fellow will be responsible for, but not limited to, the following tasks in the Peace and Security Team's learning, training and knowledge management activities:

Design, development, delivery and evaluation of training and learning activities on youth peace and security and women peace and security themes and topics:

- Contribute to the design, development and delivery of Peace and Security courses in a variety of formats (face-to-face, virtual classroom training, online courses, mobile learning);
- Proactively seek out and apply innovative, accessible and effective e-learning tools in Peace and Security courses,
- Author, edit, and manage learning content to be published on UNSSC Peace and Security online learning environments;



- Facilitate online courses and other learning events and foster participants' engagement;
- Organise and facilitate webinars, podcasts, video blogs, etc., as appropriate;
- Liaise, plan and follow-up with vendors to create audio-visual content and translated materials for e-learning activities, as necessary;
- Independently prepare and implement course promotion and communication plans and campaigns, draft short stories, posts, and updates for the UNSSC website and related social media networks; and contribute to post-production;
- Maintain positive and constructive working relationships with partners, vendors and subject-matter experts,
- Support designing and conducting surveys such as learning needs assessments and course evaluations,
- 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:

- Perform independent administrative and logistical tasks in preparation of training activities including responding to incoming communications, contacts with participants and resource persons,
- Prepare for and respond to and provide first level technical support to requests from enrolled and potential participants in peace and security activities,
- Independently undertake trouble-shooting and problem-solving regarding technical and administrative issues,
- Plan for, liaise with and support contracting of multimedia development and translation vendors,
- Make arrangements for courses, including preparation of course material, attendance lists and agenda, and any follow-up action,
- 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 conflict studies, youth studies, gender studies, 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 Youth, Peace and Security and Women, Peace and Security Agendas. Knowledge and experience in instructional design and capacity development. Ability to effectively deal with stress during heavy workload periods. Ability to independently 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.

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.

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.

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/>